Position: Operations Manager  
Classification: Exempt

Reports To: Chief Operating Officer

Department: Operations  
Salary Range: $47,000-$50,000

ABOUT MIRIAM’S KITCHEN

Miriam’s Kitchen works to end chronic homelessness in Washington, DC. We advocate for permanent supportive housing as a long-term solution, while meeting short-term needs by providing healthy meals and high-quality social services to individuals who are chronically homeless.

ABOUT THE POSITION

The Operations Manager is responsible for ensuring Miriam’s Kitchen’s day-to-day administrative operations are executed well. The Operations Manager will be a member of our 3-person operations team who strive to ensure the staff enjoy the work they do while efficiently and effectively reaching their personal and organizational goals.

DUTIES AND RESPONSIBILITIES

Finance
- General bookkeeping and contract management
- Donor management
- Entering donation data to ensure the processing, tracking, reporting, and acknowledgement of gifts is accurate and timely
- Maintaining W9s for all eligible vendors
- Supporting annual audit
- Other finance duties as assigned

Human Resources
- Providing support to MK’s Culture Working Group as one of the ways we live out our organizational values daily
- Supporting administrative aspects of hiring and onboarding
- Supporting staff meetings and retreats
- Other human resources duties as assigned

IT
- Troubleshooting basic technology issues
- Point of contact for printer maintenance issues
- Manage phone system

Office Administration
- Maintain office supply, furniture and equipment inventory to ensure staff have the resources they need
  - Proactively stocking and ordering supplies, keeping track of projector, business cards, t-shirts
• Maintaining internal organizational files
• Maintaining staff contact list
• Sorting and distributing mail
• Other duties as assigned

QUALIFICATIONS

Knowledge, Skills and Abilities

• Extraordinary attention to detail
• Excellent organization skills
• Ability to juggle multiple projects at once and meet deadlines
• Proficiency with Microsoft Office Software
• Familiarity with QuickBooks or other accounting software
• Proficiency in SalesForce or other client relationship management system
• Desire to grow in the role and make a noticeable impact on our organization’s operations
• Strong interest in and commitment to ending chronic homelessness in DC
• An understanding of the structural and systemic causes of homelessness
• Comfort working with a diverse population with a variety of backgrounds and lived experiences

Experience

• At least 3-5 years of work experience in a professional office environment or a bachelor’s degree with at least 1-2 years of work experience in a professional office environment

To Apply: Please submit your resume and cover letter to jobs2@miriamskitchen.org with “Operations Manager” (ex: Case Manager) in the subject line