



## Job Description

POSITION: **Operations Manager**

LOCATION: **Washington D.C.**

APPLY TO: **[hiring@americancompass.org](mailto:hiring@americancompass.org)**

---

### JOB OVERVIEW

American Compass (AC) is seeking an Operations Manager to join our growing team. This position is entry-level, regular, exempt, and reports to the Executive Director.

The operations manager will support all aspects of a rapidly growing nonprofit's operations including accounting, communications, event planning and execution, facilities and inventory management, fundraising, human resources, and regulatory compliance. The manager must be detail-oriented, eager to develop expertise in new systems and tasks quickly, and able to take initiative to identify areas of improvement and create solutions. The role presents an opportunity to receive a crash course in all facets of non-profit operations and the challenges of growing an organization of any kind, as well as day-to-day involvement in discussion of AC's substantive work.

The position is based out AC's office in Washington D.C. but may afford flexibility for working remotely or from home as well. A full-time position is preferred but part-time arrangements may also be possible. Salary is commensurate with experience and includes a full benefits package.

### GENERAL RESPONSIBILITIES

- Assisting with accounting activities, including an annual external audit
- Coordinating AC's live and virtual public events and off-the-record gatherings
- Ensuring compliance with regulatory requirements and filing deadlines
- Maintaining databases of AC contacts, donors, members, and subscribers
- Managing office space and supplies
- Monitoring effectiveness of communications efforts
- Supporting employee benefit management

### QUALIFICATIONS

- Self-motivated, comfortable working independently
- Extremely high attention to detail and ability to juggle multiple tasks
- Collegial attitude; take the work seriously without taking yourself too seriously
- Willingness to learn anything, pitch in to help with anything
- Strong alignment with AC mission

### APPLICATION REQUIREMENTS

- Cover letter explaining your interest in the position and in AC's mission
- Resume
- Two professional or academic references