

Monday, August 14, 2023

Dance/NYC seeks Operations Manager

Company: Dance/NYC

Location: New York, NY

Compensation: \$63,000 and competitive benefits

► [Share](#) | [Print](#) | [Download](#)

Dance/NYC seeks an Operations Manager who will work with the Director of Operations and Finance to support in the execution of the organization's human resource, financial, and office management operations.

Status: Full-Time, At-Will, Exempt

Commence Date: As soon as possible

Reports to: Director of Operations and Finance

Supervises: Interns and Independent Contractors

Coordinates with: All staff

Compensation: Package includes a salary of \$63,000 and competitive benefits

**Dance/NYC offers the highest available salary our budget can afford as an alternative to salary negotiation, which can introduce bias and reflect an individual's positional power or negotiation skills rather than their job qualifications.*

The application deadline is Saturday, September 16, 2023.

For more information and to apply: <https://docs.google.com/document/d/1YpVOVBvG87MADlnkQyZ8qSZm4lsefDFqsBXKILOKgw/edit>

Role Specific Skills

- Experience working with Microsoft Office Suite (especially Excel), Google Apps, Quickbooks, and other financial software
- Versed in the arts and culture landscape

Essential Function, Duties and Responsibilities

Office and Facilities Management (25%):

- Establish and maintain up-to-date records of office management practices
- Schedule and track organizational internal and external deadlines
- Provide administrative support for internal and external meetings and events
- Manage organizational CRM database
- Respond to constituent inquiries
- Train staff on operations systems
- Manage facilities and liaise with building management
- Manage office technology and coordinate with the IT consultant to keep systems updated and running properly, including troubleshooting system issues

Fiscal Coordination and Compliance (35%):

- Coordinate and execute on fiscal policies and procedures to ensure-audit readiness
- Bookkeeping
- Prepare yearly audit materials and support with the coordination of its execution
- Prepare fundraising materials, as requested
- Coordinate governance materials for the Board of Directors

Human Resources (35%):

- Implement organizational human resource systems
- Track the execution of policies and procedures in the organization's Employee Handbook
- Onboard all new employees, interns, and volunteers, including but not limited to
- Manage Dance/NYC's HR Provider and all associated features
- Coordinate yearly employee reviews and three month probationary reviews
- Manage staff wellness and professional development initiatives
- Facilitate yearly staff trainings
- Support business with independent contractors and vendors

Justice, Equity and Inclusion (5%):

- Prioritize ongoing learning on justice, equity and inclusion:
- Regularly engage in learning focused on Justice, Equity, and Inclusion (including but not limited to racism, xenophobia, ableism);
- Apply learning(s) on Justice, Equity, and Inclusion within the role and in the management of projects and/or staff/collaborators; and
- Uphold Dance/NYC's values and practices in every aspect of work execution.

For more information and to apply: <https://docs.google.com/document/d/1YpVOVBvG87MADlnkQyZ8qSZm4lsefDFqsBXKILOKgw/edit>

Dance/NYC
218 E 18th St
New York, NY, 10003
www.dance.nyc

For more information:
Sara Roer
sroer@dance.nyc
212.966.4452 x 7007

[< back](#)

[previous listing](#) • [next listing](#)