



## JOB DESCRIPTION | **Operations Manager**

<b>Position Title</b>	Operations Manager
<b>Status</b>	Part-time, hourly
<b>Reports To</b>	Executive Director
<b>Mission</b>	Grounded in Islamic traditions, Maristan aims to lead professional clinical care, education, and research in advancing holistic, mental and spiritual wellness.
<b>Vision</b>	Maristan strives to revive the Islamic legacy of research and education that informs holistic healing and provides culturally and spiritually congruent, professional, accessible, and affordable mental health care for all.
<b>Position Description</b>	<p>The Operations Manager is responsible for the day-to-day business operations of Maristan including finances, HR, logistics, and compliance. They will work alongside the Executive Team to ensure successful operations of the organization as a business. The individual should embody the organization's mission and vision. They should be able to prioritize various tasks and responsibilities while working alongside the Executive Director. This position offers the opportunity to help direct the growth of the organization and implement mental health and wellness initiatives that serve our communities. This role will provide overall guidance and help grow strategic operations in Maristan's programs and mental health services. Members must be willing to attend weekly staff meetings virtually, participate in strategic planning with the Board on an as needed basis, follow through on commitments and participate fully in the decision-making process.</p>
<b>Duties and Responsibilities</b>	The Operations Manager will perform duties, such as, but not limited to the following:

- Oversee the overall operational activities of the organization including HR, logistics, finance, and Education and Mental Health Department ensuring efficiency in activities and alignment with mission
- Ensure legal requirements are in place to maintain Maristan's functioning within ethical and legal boundaries
- Develop legal instruments including MOUs, Contracts, Agreements, Policies, as required
- Assist Treasurer and Accountant with managing organizational finances
- Manage Maristan's various accounts and oversee the organization of pertinent files/documents on GoogleDrive
- Administration tasks, including emails, phone calls, etc. within Maristan's communication channels.
- Support organization with fundraising and fundraising initiatives
- Oversee quality control and ensure compliance protocols and measures are in place
- Oversee and manage organization assets and inventory
- HR Matters
  - Align organization to a level of best practices for HR administration (policies, hiring process, termination process), payroll administration, and benefits administration.
  - Liaison with state and federal employment agencies on regulatory requirements
  - Monitor the hiring process ensuring candidates selected align with job descriptions and Maristan's values.
  - Recruit and train new hires and manage general onboarding of new hires within departments managed, including volunteers for various events and campaigns.
  - Manage the bi-monthly organization meetings
- Work closely with executive director and board members and support the strategic development of programs and mental health services
- Support team with new initiatives and tasks as needed

**Knowledge,**

- Technical Knowledge:

## Skills, and Abilities

- A minimum of a BA/BS degree or related work experience
- Master's degree preferred
- 3-5 years of experience in a nonprofit setting
- Demonstrated knowledge of practices in mental health.
- Familiarity with non-profit financials, public policy, and a working understanding of outcome measures and evaluation.
- Internet competency and strong computer proficiency,
- Mastery of the Microsoft Office software suite, Google Drive. Familiarity with Quickbooks and Asana.
- Relationship Building:
  - A strong record of managing partnerships and building effective relationships in varied environments and with diverse constituents.
  - Ability to work independently and as a team player to productively engage with others.
- Convening and Facilitation Skills:
  - Ability to facilitate meetings and group processes for the purposes of agenda-setting, fact-finding, decision-making, and collaboratively working to accomplish shared goals.
  - Strong organizational, leadership and time management skills with exceptional attention to detail.
- Communication Skills:
  - Excellent writing skills with the ability to write clear, concise narratives absolutely required.
  - Ability to comfortably correspond with diverse audiences including donors, Board members, civic and religious leaders, government officials, and nonprofit and community groups.

## Commitments

- This is a part-time position initially, with room for expansion
- Candidates must have reliable access to a computer, internet, and phone.
- Some evening and weekend conference calls will be needed.
- Flexible workplace
- Remote work from anywhere in the U.S. though occasion in-person meetings, retreats, seminars, and events will require attendance.

	<ul style="list-style-type: none"> <li>Occasional national travel is required</li> </ul>
<b>Application Form</b>	<ul style="list-style-type: none"> <li>Please complete this <a href="#">Application form</a>.</li> <li>We apologize in advance for being unable to respond to all applications; only candidates who meet requirements and are selected by the Search Committee will be contacted for an interview.</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>\$30-\$35 / hour depending upon qualifications and experience</li> </ul>