



ADMINISTRATIVE DIRECTOR
Job Announcement
December 2019

Organizational Overview

CLRJ is the leading California-based Latina Reproductive Justice organization and is the only statewide organization whose mission focuses specifically on promoting Latinas' Reproductive Justice. Reproductive Justice is a framework for movement building developed by indigenous women and women of color that simultaneously prioritizes the rights to: 1) not have children, and control one's fertility accordingly through access to critical reproductive health service, including abortion; 2) have children if one so chooses, and be free of interference in one's reproductive life by the state or other institutions; 3) parent the children one has in safe and healthy environments

We build Latinas' power - particularly the most underserved Latinas, low-income women of color, and immigrant women - through policy advocacy, community organizing, alliance-building, leadership development and long-term movement building strategies.

CLRJ is embarking on its *Quinceanera* or 15 years of operations with a budget of nearly \$1 million. Currently the budget is composed of 87% in grants, 9% in individual donations, and 4% in other funding sources. In 2020, CLRJ expects to employ 8-10 staff - all with a diverse range of expertise and years served in the organization. Our goals are to grow and sustain our programs, diversify our funding sources and ensure that our policies and practices reflect our Reproductive Justice values.

Position Overview

The **Administrative Director (AD)** will provide direction, strategy and oversight of CLRJ's infrastructure, financial and administrative systems. The AD serves as an essential leader within CLRJ's management team, working closely with the Executive Director (ED) and in collaboration with CLRJ's staff members and Board of Directors. They are responsible for managing administrative and/or operations staff, consultants, interns and/or volunteers, as needed. The ideal candidate has experience in and is interested in growing their career in nonprofit management, and is passionate about improving the lives of women, social change and charitable work.

Reporting: The Administrative Director reports to the Executive Director.

Principal Areas of Responsibility: The Administrative Director's principal areas of responsibility include, but are not limited to, the following:

Finance

- Oversee the implementation of CLRJ's financial policies and internal processes, and revise or create new policies that meet the organization's new and evolving needs.
- Work with program staff to develop program and project budgets, and develop CLRJ's annual organizational operating budget.
- Oversee the progress of CLRJ's projected revenues and expenses, and conduct mid-year budget reviews as needed.
- Provide the ED with regular financial forecasting, including an analysis of cash flows, and current and projected funding sources.
- Advise the ED on spending and saving, especially in making both short term and long term decisions that may result in substantial financial impacts (i.e. hiring new positions, purchasing capital or equipment, or commitment to long term leases etc).
- Manage CLRJ's schedule of restricted and unrestricted assets in order to inform CLRJ's balance sheet.
- In coordination with CLRJ's CPA, develop financial statements and translate financial data in the statements for the ED, Board of Directors and funders, quarterly or as needed.

- Provide direction and oversight for how restricted and grant funds are spent, and work with the Finance and Operations Manager and the Grants Manager for the timely development and submission of financial reports to funders.
- Prepare project budgets and other financial materials for grant proposals or letters of inquiry.
- Serve as the principal liaison with accounting and administrative consultant(s), brokers, and vendors and merchant accounts (i.e. Quickbooks, Stripe, PayPal etc.).
- Coordinate and oversee financial audits or financial reviews, annually, or as needed.
- Oversee internal financial and administrative processes that inform the development of nonprofit federal and state tax; prepare necessary schedules and work with CPA's to ensure timely submission of IRS 990, California 199 and RRF-1, annually.
- Support program staff in completing state lobbying reports, quarterly.
- Support ED in reviewing and approving financial requests and purchases, including payments to vendors and consultants, reimbursements, cash advances, and employee credit card usage.

Human Resources:

- Receive regular training on changes to federal, state, and local labor laws, and develop new policies or implement any necessary changes so that the organization is in compliance.
- Collect southern California nonprofit wages and benefits data, and update CLRJ's compensation plan annually.
- With the support of labor law attorneys and/or consultants, provide training and information to CLRJ staff on basic wage and hour regulations and protocols; address questions as needed.
- Work with the ED, consultants and/or attorneys to develop, maintain and implement CLRJ's employee handbook and internal guidelines.
- Establish and oversee internal protocols to determine the appropriate employee/ consultant classification.
- Support the ED and supervisory staff in recruitment, selection, and onboarding of new staff, consultants, interns, and volunteers.
- Manage administrative documents for changes of status for existing staff.
- Collect and file new hire employee documents according to federal and state mandated timelines.
- Support the ED and supervisory staff with implementing employee or volunteer disciplinary action(s), and implementing employee exit processes for voluntary or involuntary terminations.
- Support the ED with oversight of its employee wellness and team-building practices/ activities.
- Support the ED with staff conflict resolution, as needed.
- Support the ED in approving staff timesheets and absence requests, for the ED's supervisees in her absence.
- Oversee that payroll registers, semi-monthly timesheets, quarterly payroll tax filings are processed and submitted on time, and ensure proper documentation retention.
- Coordinate and manage year-end reports and filings for employees (IRS Form W2) and independent contractors (IRS Form 1099).
- Serve as primary liaison with employee insurance broker(s), and secure staff benefit plans including: Workers compensation, health, dental, vision, life, short and long term disability insurance, 403b retirement plans etc.
- Coordinate open enrollment insurance applications for existing employees and new hires, and administer qualifying changes as needed.
- Manage employee leave of absence benefits including disability and parental leave.
- Manage all insurance claims, including worker's compensation and third party general liability.
- Work with ED in developing and implementing employee evaluation and benefit systems.
- Respond to third party inquiries for employment and wage verification, including California's EDD, FTB, and various employers or hiring agencies.
- Ensure proper maintenance of confidential personnel files.

Operations

- Manage and execute state and local filings required of nonprofit charities (i.e. California SI-100).
- Serve as primary liaison with organizational insurance brokers and administer general liability, employment practices, directors and officers insurance.
- Oversee and coordinate the administrative components of agreements between CLRJ and independent contractors, vendors, and other non-profit organizations (i.e. fee for service agreements).
- Oversee the implementation of CLRJ's Document Retention and Destruction Policy.
- Evaluate, develop and execute a plan for securing organizational infrastructure needs including office space, equipment and furniture - and ensure that they are adequate, safe, and properly maintained.
- With the support of the Finance and Operations Manager, purchase or coordinate the repair of shared operating equipment, furniture and technologies.
- Serve as primary liaison with the office landlord, including managing property lease(s) and coordinating building repair and maintenance.
- With the support of the Finance and Operations Manager, oversee records and maintenance of equipment and furniture, including technology programs and systems.

- Implement general office maintenance systems and risk management procedures (i.e. employee safety practices, office evacuation etc.).

Other responsibilities include but are not limited to the following:

- Supporting CLRJ's strategic planning and annual work planning.
- Staffing CLRJ's fundraising events.
- Developing curriculum or materials, and train chapter members or volunteers on CLRJ's financial policies and procedures, annually or as needed.
- Staffing internal ad hoc committees.

Skills & Qualifications

All CLRJ employees are expected to fully support the organization's mission in their work. Any positions or work that runs counter to LGBTQ rights or Reproductive Justice - including the right to access abortion and contraception are likely to create a conflict of interest disqualifying an employee from working at CLRJ. All employees regardless of their position are required to support with staffing events, public speaking or disseminating information about women's right to access legal and safe abortion care and contraception, as assigned. It is also required that all employees use messaging that is developed by CLRJ's Communications Team and that it is factual, evidence-based, and free of judgement or discrimination when talking about all Reproductive Justice issues, including LGBTQ rights, and the right to access abortion or contraception when working or otherwise representing CLRJ.

- Bachelor's degree; advanced and/or graduate degree preferred, in business administration, accounting, finance, non-profit management or a related field.
- At least five (5) years of experience and knowledge of non-profit management, non-profit accounting, human resources or labor law, grants management and office management.
- Proactive and self-directed.
- Proven ability to inspire and lead others.
- Detail-oriented and extremely organized in both large-scale and micro-activities.
- Proven ability to operate effectively under pressure; excellent time-management skills and ability to meet multiple deadlines.
- Must work collegially and respectfully with a wide variety of organizations and individuals, including CLRJ Board Members, funders, vendors, allied organizations and community members.
- Demonstrated respect, effectiveness and appropriateness when working with a wide range of cultural communities and intergenerational community groups.
- Exceptional written and verbal communications skills with a proven ability to communicate effectively with a range of audiences.
- Computer skills and effectiveness with the following applications/ software: Quickbooks, Microsoft Office, and Google Suite; CiviCRM (Powerbase) a plus.
- Spanish language proficiency (oral and written) is a plus.
- Professional attitude and appearance.

Location and Classification

- This position is based in Los Angeles; some local and national travel may be required.
- This is a full-time exempt position.
- The employee must be available to work extended days in the evenings or weekends, as needed.

Compensation and Employee Benefits

- The salary range for this position is: \$60,000 - \$70,000 annually (commensurate with experience)
- Excellent benefits package including: Medical, dental, and vision, short term and long term disability insurance; approximately \$580 monthly (\$7,000 annually)
- 10-40 paid vacation days, annually.
- 12 paid sick and personal days, annually.
- 12 paid holidays.
- Paid parental and sabbatical leave, in accordance with CLRJ's employee guidelines.
- Staff wellness and team-building group activities.
- Significant opportunities for professional development and growth.

Please send cover letter, resume, and the names and contact information of three references in Word or PDF to Human Resources via email at: careers@clrj.org. Please write **Administrative Director** in the email subject line. Applications will be reviewed on a rolling basis. Desired start date is February 1, 2020.

CLRJ is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.