

## Job Opportunity

### Operations Manager



Businesses Ending Slavery and Trafficking (BEST) is a non-profit organization with a mission to align and equip leaders to use the power of business to prevent human trafficking. BEST is a young organization that builds the capacity of businesses to become socially responsible on the issue of human trafficking so that business employees can interrupt and prevent the exploitation of some of the most vulnerable people in society. For more information about the organization's history and impact, please visit our website at [www.bestalliance.org](http://www.bestalliance.org).

BEST is recruiting for a full-time Operations Manager, who be responsible for the successful oversight of personnel, internal processes and productivity, and financial systems. The ideal candidate is detail-oriented, highly organized, self-initiating, and a strong written and verbal communicator.

#### Duties may include (but are not limited to):

- Bookkeeping and maintaining strong financial systems
- Budgeting with assistance from the Director and Chair of the Finance Committee
- Managing the hiring, onboarding, and performance appraisals of employees
- Developing and managing operations systems
- Manage relationships with key vendors
- Volunteer management
- A variety of operations functions

#### Required Capacities and Skills:

- Detailed
- Ability to produce high quality work
- Intelligent, learns quickly, and adapts easily to new situations
- Proactive and able to work independently without a high-level of management oversight
- Good people skills and problem-solving skills
- Strong written and verbal communication
- Bookkeeping experience, preferably for a nonprofit
- Strong proficiency in Quickbooks and Microsoft Excel
- Proficiency in G Suite

- Bachelor's Degree

#### Preferred Capacities and Skills:

- Experience with a CRM, such as Salesforce
- Human resources experience

#### Position Details

- 40 hours/week, exempt
- Salary range: \$42-50K/year, depending on experience and skills
- Benefits: health insurance, paid vacation, holiday, and sick leave
- Position is based in Seattle

#### To Apply

Please submit a resume that includes your GPA and a cover letter to [admin@bestalliance.org](mailto:admin@bestalliance.org). BEST will receive applications until the position has been filled.

*January 27, 2018*