



EVERMORE

Senior Manager, Operations

June 2021

Evermore, located in Washington, D.C., is dedicated to making the world a more livable place for bereaved families. We are a non-profit organization focused on raising awareness of the implications of bereavement on American society, advancing bereavement science and promoting policy and legal protections for bereaved individuals and families.

Evermore is a growing organization and requires a skilled manager of operations who can help advance our systems and work processes to support and accelerate growth. The person in this position will collaborate with employees, partners, contractors and volunteers from multiple disciplines to manage operational needs. They will be required to track and report program results, ensure smooth implementation of new systems and policies, as well as use results and strong judgement to inform continuous improvement efforts.

Summary of Position

Evermore is seeking a skilled and organized systems thinker to help the organization grow. The ideal candidate will be a self-starter and team player prepared to build and support the organization's operations. The position requires capabilities in the management of accounting, finance, forecasting, contract negotiations and banking relationships, as well as the development of work processes and information systems.

The Senior Manager of Operations will serve as an organization-wide leader, reporting to the Executive Director and developing enterprise-wide systems. Responsibilities include building and maintaining procedures and systems necessary to maintain proper records and ensure adequate internal controls and services, maximizing operational efficiency, and supporting all of Evermore's business functions. Candidates should have a well-developed understanding of financial and operational management, and be comfortable working in an entrepreneurial, fast-paced environment.

Summary of Role and Responsibilities

- Lead and support the organization's operations in the areas of accounting, finance, information systems, and work process.
- Cultivate and maintain relationships within and outside the organization
- Work collaboratively with Evermore's civic engagement, policy and scientific initiative leaders
- Design and apply metrics to evaluate progress of organizational initiatives
- Support financial and project management

Qualifications and Skills

Evermore is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, ethnic or national origin, age, gender, sex, disability, sexual orientation, gender identity, marital status, veteran or military status, caregiver status, generic information or any factor that is a prohibited consideration under applicable law.

The ideal candidate will have experience in the private or nonprofit sectors, managing end-to-end program operations, and developing and executing financial, strategic and project plans.

Candidates must have a bachelor's degree in business, finance, nonprofit management or a related discipline; an advanced degree, such as a Master of Business Administration is a plus. Candidates should have a minimum of five years of experience, a demonstrated track record of successful private or nonprofit sector accomplishments, and a minimum of two years of leadership decision-making experience. Experience in financial and operational management, including fund and grant accounting and management of information systems is preferred; compliance and reporting for nonprofits, and contract management is a plus.

Strong organizational skills, drive and teamwork are a must.

Preference will be given to candidates with a demonstrated interest in public service.

Compensation

Compensation will be based on the candidate's experience. Compensation and time commitment is negotiable. For example, a senior candidate may commit a percentage of time to this effort, while a mid-career professional may commit full-time.

How to Apply

Please email your cover letter and resume to hello@live-evermore.org. The cover letter should include an explanation of your commitment to public interest work, highlight your relevant experience and provide salary requirements or rate structure.

For more information about Evermore, please visit www.live-evermore.org.