



**TITLE:** Operations Manager  
**REPORTS TO:** Executive Director  
**POSITION:** Exempt/Full Time/Remote

## **POSITION & ORGANIZATION SUMMARY**

Carolina Common Enterprise (CCE) seeks an experienced Operations Manager to develop and implement organizational and internal strategies and direct their growing operations including fiscal, program and human resources management. CCE is expanding their team and their footprint in North Carolina and the South, moving beyond incremental change to be part of a self-sustaining, transformative cooperative economy. CCE seeks ongoing improvement at “being the change” by providing staff with a satisfying livelihood, career development and training, and a voice in management.

CCE [www.commonenterprise.coop](http://www.commonenterprise.coop) is North Carolina’s cooperative development center, working toward an economy in which all people participate and prosper. As a nonprofit organization, CCE offers professional services in business development, economic organizing, and legal matters. CCE’s organizational purpose is to work for an economy in which all people participate and prosper. CCE helps offset the deep financial inequality that their state currently suffers. North Carolina can be a place where all people are able to participate productively and live comfortably, free from want. Poverty is a market failure that can be eliminated with the resources already available in North Carolina. To that end, CCE promotes the cooperative business model in the Carolinas. Their theory of change holds that cooperative enterprise creates the economic conditions CCE seeks.

CCE operates through several program areas:

- Direct technical assistance for cooperatives, including business planning support, organizing and governance training, meeting facilitation, and financial training, and connection to sources of financing;
- Training and education on cooperative concepts and models, community building, and business skills, plus outreach to local leaders in government, business, and education;
- Cooperative formation legal services, operating as a public interest law firm; and,
- ROCarolinas converts manufactured home communities into resident owned cooperatives (ROCs) in affiliation with ROC USA.

## **RESPONSIBILITIES OF THE OPERATIONS MANAGER**

### **Fiscal Management**

- Work with the Executive Director to prepare a comprehensive annual budget and monitor compliance with the approved budget.
- Ensure CCE’s financial and cash flow reporting is current.
- Manage timely preparation and filing of tax returns, audits, and other reporting.
- Prepare and file grant reimbursement requests and invoices and monitor timely payment.

- Maintain effective relationships with contracted services such as bookkeeping and other consultants.
- Support grant seeking activities.

#### **Program Management**

- Plan and implement projects and client services in collaboration with staff colleagues.
- Monitor performance measures and provide timely reporting on engagement and outcomes for grants, projects, and programs.
- Provide cooperative training and technical assistance.

#### **Human Resources Management**

- Maintain staff roles and scopes to allow effective use of staff time; help balance workloads with time, capacity, and resources.
- Maintain the employee policy manual and position descriptions and ensures regulatory compliance.
- Support professional development for staff members and help ensure they take advantage of appropriate opportunities.
- Collaborate with and support the Executive Director.
- Research expansion of employment benefits, especially health insurance, for all staff.

### **KEY LIVED EXPERIENCES, ATTRIBUTES, AND SKILLSETS SOUGHT IN THE OPERATIONS MANAGER**

- Three to five years of experience in an organizational management role, as well as
- One to five years of experience with business development, business counseling, cooperative development, organizational development, community organizing, or a combination; post graduate degree in relevant field.
- Strong written and spoken communication skills. Proficiency in Spanish as well as English advantageous.
- Builds collaboration and culture of mutual support.
- Facilitates effective communication within and outside of CCE.
- Manages detailed activities and recordkeeping.
- Maintains a positive view of people and CCE's work.
- Understands general tasks with a strategic view.
- Mindset of professional/business services as opposed to charity

CCE values higher education and recognizes the value of talent and non-formal learning. Candidates will be able to apply post-graduate education in business administration, community planning, law, or similar fields. The educational credentials listed here are not critical if the candidate can show the appropriate skills and experience.

### **DIVERSITY, EQUITY, AND INCLUSION**

CCE is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Candidates with socially and/or economically marginalized backgrounds are strongly encouraged to apply.

## **SALARY & BENEFITS**

\$60,000 to \$70,000 annual salary based on education and experience. Position includes paid holidays, sick and vacation, as well as a health plan or allowance. As a cooperative development center, CCE strives to practice the principles of our movement, including respect for work and workers, enjoying satisfying work with a meaningful voice in the goals and activities of that work.

CCE staff members enjoy eleven paid holidays plus 120 hours of paid vacation and 80 hours sick leave. CCE also provides eight weeks paid parental leave. At present, staff members receive a modest monthly allowance towards health care costs and cell phone use.

CCE operates on a semi-remote basis, with an office in Durham, NC with some staff members working from home, according to their preference and location. CCE provides staff members with a laptop computer and other equipment as needed to work effectively.

## **APPLICATION PROCESS**

Armstrong McGuire & Associates, based in Raleigh, NC, is conducting this search. To apply, click on the link to the Carolina Common Enterprise position profile at [www.ArmstrongMcGuire.com/apply](http://www.ArmstrongMcGuire.com/apply). You will see instructions for uploading your cover letter and resume. Review of candidates will begin immediately and continue until the position has been filled.