



Operations Manager Position Announcement

About the DC History Center

Established in 1894 and located at the Carnegie Library in Downtown, the DC History Center is a community-supported nonprofit organization, which deepens understanding of our city's past to connect, empower, and inspire. It collects, interprets, and shares the history of our nation's capital through research and scholarship, adult programs, youth education, and exhibits. We seek to do this work as a welcoming and inclusive community that fosters curiosity and nurtures civic engagement to strengthen the District for all. For more information visit dchistory.org.

Position Summary

The DC History Center is operated by a small full-time staff of 9, which work closely with the Board of Trustees, volunteers, and stakeholders. The Operations Manager, who reports to the Executive Director, supports its HR, financial, administrative, and retail operations.

Primary Responsibilities

Human Resources Administration

- Coordinate recruitment, review, and selection processes. Review resumes, conduct screenings and initial interviews as needed.
- Manage orientation and exit processes and checklists for all positions.
- Prepare and submit biweekly payroll; enter updates and changes into pay system (Paychex Flex); track and manage employee leave accruals.
- Assist with annual staff evaluation process.
- Maintain up-to-date personnel files for all employees.
- Coordinate HR-related compliance reporting and responses.
- Serve as POC for benefit plans, including retirement; enrollments; and claims support as needed. Encourage staff members to take advantage of benefit offerings.
- Maintain and track updates to the employee handbook.

Financial Operations

- Manage daily financial activities in collaboration with our outsourced accounting firm. Properly classify transactions, handle accounts payable and accounts receivable, including government invoicing.
- Provide the accounting firm with needed information for timely and accurate monthly financial reporting.
- Deposit checks and cash and record deposits and cash receipts.



- With the senior manager of visitor services, provide support for the DC History Center Retail Store and online shop, including accounting and inventory purchase and tracking, as well as visitor services and volunteer staffing and scheduling. .
- Assist the executive director in preparing the annual budget.

Facilities and General Office Administration

- Serve as point of contact for facilities and other maintenance issues with Events DC and Apple
- Support basic IT functions and manage off-site IT service provider.
- Create and maintain standard operating procedures, including emergency planning.
- Handle purchasing, maintenance, and organization of general office equipment and supplies, facilities, and services.
- Liaison with vendors, IT and software providers.

Other duties as assigned.

Qualifications

The Operations Manager will be a detail-oriented and highly organized professional and a flexible, collaborative team player. They will demonstrate initiative and a high level of self-direction in ensuring smooth financial and administrative processes. The successful candidate will be a skilled problem solver, able to seek appropriate information and navigate unexpected problems. Familiarity with, and enthusiasm for sharing, the culture, history, and diversity of our city will be a strong plus!

- Minimum three years of HR, finance, and/or administrative operations experience, preferably in a non-profit setting
- Familiarity with HR principles and processes
- Demonstrated understanding of accounting and budgeting principles
- Bachelor's degree preferred, or other relevant post-secondary training and experience. Masters degree can partially serve in lieu of experience.
- Advanced computer skills and proficiency with Quickbooks, payroll and database software packages
- Clear written and verbal communication skills
- Adept at handling multiple priorities, and maintaining high productivity, with accuracy and attention to detail

Scheduling

Due to current pandemic restrictions, the position will begin as a hybrid of remote and onsite hours. Once conditions improve, most work will be onsite during regular business hours, with some evening and weekend work required.

**Compensation and Benefits**

Starting salary \$60,000 - \$65,000 depending on experience. Comprehensive benefits package includes health, dental, and vision; life and disability insurance; and 403(b) plan with employer match. Central downtown location easily accessible from all Metro lines.

Applications and Inquiries

Applicants should submit a letter of interest and resume, including salary history or requirement, at www.dchistory.org/about/employment/. No phone calls or walk-ins please.

The DC History Center is an equal opportunity employer.