



Freedom Network USA

Operations Manager

Application Deadline: November 17, 2023

Job Classification: Full-Time, Exempt

Location: Remote or hybrid. Candidates **must** reside in DC, IA, IL, IN, KY, LA, MD, MI, NY, TX, UT, or VA. Preference for candidates in the DC area.

About Us: Freedom Network USA (FNUSA) is the nation's largest alliance of organizations and individual advocates working with survivors of all forms of human trafficking to ensure that trafficked persons have access to justice, safety, and opportunity. FNUSA mobilizes its collective strength to build a transformative approach to human trafficking that is grounded in anti-racism and anti-oppression. We are a growing team of passionate advocates, providing training and technical assistance, advocating for legal and policy changes, and working to build a better anti-trafficking field. FNUSA has a work atmosphere where everyone's opinions and ideas are valued. We are committed to a healthy work-life balance and offer everyone opportunities to learn, experiment, and grow. FNUSA is a values-based organization. Learn more and meet our team at <https://freedomnetworkusa.org/about-us/>.

Position Summary

FNUSA is working to become an anti-racist organization. The Operations Manager is responsible for developing and supporting the organization's growth in size and strength, guided by values of equity and inclusion. This new position will collaborate with the management team to support the Board of Directors, provide human resources support, develop robust evaluations, and ensure legal compliance. This position reports to the Executive Director.

Essential Job Functions

Board Support

- Support the FNUSA Board of Directors by providing training and technical assistance resources on Diversity, Equity, Inclusion, and Belonging (DEIB) and other best practices in collaboration with the Governance Committee.
- Support committees with research and input to accomplish their tasks.
- Support the recruitment and onboarding of new Directors and Officers.

Human Resources and Compliance

- Manage the work of DEIB consultants to implement changes to ensure that FNUSA's compensation and employment practices uphold our values of equity.
- Manage the recruitment and onboarding of new employees.
- Manage and administer employee benefits including, but not limited to, benefit enrollment and communication, change reporting, and terminations. Serve as point of contact for all benefit inquiries.
- Collaborate with Finance Manager to ensure payroll is complete and accurate.
- Develop professional development plans for all employment categories and ensure all staff receive appropriate training and support, including DEIB training.

- Ensure compliance with all employment laws as required by federal and state laws.
- Ensure corporate compliance with filings and registrations required by federal and state laws.
- Maintain and update personnel files.
- Assist managers in supporting staff members, conducting employee reviews, and identifying and working through options for struggling staff members.
- Support FNUSA managers and staff in creating a healthy and supportive work environment, engage in generative conflict, and address challenges in the workplace.

Strategic Alignment and Impact

- Manage the oversight and implementation of the Strategic Plan.
- Support all programs and departments in adopting measurement and evaluation practices that are aligned and effective.

Required Experience and Skills

- At least 5 years of experience in organizational management and human resources.
- At least 1 year of supervisory experience.
- Demonstrated understanding of, and commitment to, equity and inclusion in organizational growth and development.
- Excellent knowledge of Microsoft Office (including Excel, Word, and PowerPoint), G-Suite, Adobe Acrobat Pro, and Zoom.
- Comfortable working in a dynamic, growing environment.
- Personal and professional commitment to anti-racism, human rights, and survivor empowerment.
- Demonstrated experience or interest in human trafficking, domestic violence, refugee resettlement, sexual assault, or other related fields is a plus.

Don't meet the exact qualifications? We still encourage you to apply. Research tells us that minoritized communities often opt out of applying for jobs they are qualified for because they don't meet the exact requirements. FNUSA is dedicated to creating a diverse and inclusive workplace.

Lived Experience: Survivors of trafficking are strongly encouraged to apply. Lived experience is evaluated as equivalent to work or educational experience by FNUSA for this position. While we prioritize hiring applicants with lived experience, you will be assessed based on your skills and wisdom. We are not hiring you for your story.

You will thrive in the role if you are:

- A proactive, self-starter who is able to work independently.
- Highly creative in generating new ideas and creating novel solutions, excited to create new systems and processes to support a growing organization.
- Detailed-oriented, with the ability to keep track of many small moving parts across several distinct projects.
- Highly flexible and able to adapt gracefully to new changes.

- Excited to support the development of an organization rooted in values of equity, transparency, respect, ethical and evolving expertise, sharing power and building community, and inward and outward accountability.

Work Environment: FNUSA has become a fully remote organization. Employees can choose to work from home or to have FNUSA provide a co-working office space near them. Employees in the DC metro area will have access to the organization's office in Foggy Bottom.

COVID 19 Vaccine Requirement: Employees will be required to be vaccinated against COVID-19 in order to attend in-person meetings and events. Accommodations will be granted only where they do not cause undue hardship to the organization.

Essential Physical Requirements

- The position requires the ability to work on a computer for all or part of the workday. The person in this position must be able to communicate via phone, video, and email.
- This position requires working set, core hours, Monday through Friday.
- This position requires travel at least once or twice per year via airplane, car, or train, depending on COVID safety guidelines.
- The position requires the ability to attend events that may encompass all or part of the workday.

Compensation: The salary range is **\$70,000 to \$75,000** depending on experience. Benefits include 100% employer-covered medical, dental, and vision health insurance for employees; a SIMPLE IRA retirement plan with a 3% employer match; monthly utility stipend and one-time furniture stipend for remote employees; 120 hours of annual leave and 100 hours of wellness leave (pro-rated for the first year); 11 holidays and a week-long Winter Break at the end of the year.

The final salary offer will be contingent upon an organizational compensation analysis and equity review. In order to counter pay inequality and uphold internal parity, compensation is non-negotiable for all employees. To learn more about our compensation policy and view our compensation chart, please [click here](#).

How To Apply: Please send a resume and answers to the following questions to info@freedomnetworkusa.org with "Operations Manager" in the subject line by **November 17, 2023**. Please keep your answers to one paragraph for each question, do not exceed one page in total.

1. What attracts you to this position with Freedom Network USA?
2. Do you see alignment with your personal and professional goals and FNUSA's work?
3. What are strengths you bring to this position?

Interview Process (estimated timeline)

1. We will begin inviting select candidates to a screening call with Operations Specialist Amanda Norwood beginning **November 15th**.
2. Top candidates will move forward to a 1-hour video interview with Phu Pham, Finance Manager, and Jean Bruggeman, Executive Director.
3. References will be requested only for top candidates.
4. Estimated start date is **January 22nd, 2024**.

Please do not contact us to ask for the status of your application. We will provide all applicants with a final decision.

Freedom Network USA is an equal opportunity employer. FNUSA does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, housing status, or the presence of any sensory, mental or physical disability in employment. We will provide reasonable accommodation to individuals with disabilities so they can participate in the job application or interview process, perform essential job functions, and receive other benefits and privileges of employment. Please contact us to request an accommodation.