



Empowering Youth to End
Domestic Violence

Job Description
Director of Operations
Washington, DC

Our Mission and Services

Break the Cycle is a domestic violence law center that promotes the health and protects the rights of youth. Advancing our mission to engage, educate and empower youth to build lives and communities free from domestic and dating violence, and with offices in Los Angeles and Washington, DC, Break the Cycle engages in local and national program initiatives, public education and public policy advocacy which work toward empowering youth to end domestic violence and serves as a resource for people nationwide providing information about how young people experience dating and domestic violence.

Our Staff

Break the Cycle is committed to creating a safe, supportive workplace. We are looking for talented, flexible people with the drive needed for a growing nonprofit. Applicants must be committed to working for and with youth to create a community where all are empowered to seek safe, healthy relationships throughout their lives.

Job Summary

The Director of Operations is responsible for managing administration of and building local support for Break the Cycle's Washington, DC office, including coordinating with the organization's Los Angeles office, and overseeing and/or managing office systems, infrastructure, staffing and volunteer management, program and grant reporting, and community relations. The Director of Operations is a part of the organization's national management team. S/he reports directly to the Executive Director (located in Los Angeles), and supervises staff, volunteers and interns.

Essential Functions

Responsibilities include, but are not limited to:

- Overseeing financial management and general operations in Break the Cycle's Washington, DC office
- Cultivating relationships with community members, including prospective volunteers and supporters in order to build community awareness of and commitment to Break the Cycle's work
- Day-to-day administrative activities, including managing and reporting to Controller and Development Department on donations received, invoices, staff time-keeping and internal controls
- Preparing monthly, quarterly and annual reports as requested by the Executive Director and Board of Directors
- Participation in preparation of annual operating budget and program and project budgets
- Providing necessary documentation to support grant applications and reports
- Overseeing all office systems and vendor relationships
- Other various duties as needed

Qualifications

- Bachelor's degree required; graduate degree preferred
- Minimum of 5 years experience in nonprofit administration and management
- Strong written and verbal communication skills
- Strong interpersonal, supervision, administration and management skills
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Demonstrated proficiency in Microsoft Office programs
- Proficiency in QuickBooks and donor databases strongly preferred
- Ability to work with diverse groups of people
- Sound judgment, professionalism and a positive attitude
- Resourcefulness, creativity and strong problem-solving skills

Salary

Position pays \$53,000 to \$62,000, depending on experience. Break the Cycle offers a generous array of benefits including but not limited to health, dental and vision insurance, life insurance, flexible spending accounts, 403(b) retirement plan and vacation leave.

Break the Cycle is an equal opportunity employer.

Mail, fax or email cover letter and resume to:

Director of Operations Search
Break the Cycle
5200 W. Century Blvd., Suite 300
Los Angeles, CA 90045
Fax: 310.286.3386
Email: jobs@breakthecycle.org
Website: www.breakthecycle.org