



**Arthritis National Research Foundation**

**August 2022**

**Title: Director of Operations**

Supervisor: CEO

Classification: Full-time, exempt

Schedule: Full Time/Permanent

Location: Irvine, CA (office based or hybrid – must be in the office 3 days a week and located in Southern CA)

The Arthritis National Research Foundation (ANRF) mission is to provide initial research funding to brilliant, investigative scientists with new ideas to cure arthritis and related autoimmune diseases. Since 1972, the Arthritis National Research Foundation has funded arthritis research to understand the causes, prevention and development of new treatments for osteoarthritis, rheumatoid arthritis, lupus, juvenile arthritis and other autoimmune diseases. ANRF provides research grants to scientists at major universities and research institutes across America. These grants allow these early career scientists to develop their important research to a stage where it can be continued and further supported by other national agencies.

**Position**

Reporting to the Chief Executive Officer (CEO) the Director of Operations will build and manage effective and streamlined administrative systems, including, information technology (IT), human resources (HR), outsourced finance and physical infrastructure. The Director of Operations is responsible for the day-to-day operations of the office ensuring efficient and effective operations and coordinating all issues affecting the daily operations of the office. He/She/They will work under the direction of the CEO to ensure the needs of the office and our constituents are met in a timely manner.

**Specific responsibilities include:**

**Office and Administrative Management (20%)**

- Manage the office to ensure effective telephone and mail communications both internally and externally and maintain professional image
- Responsible for the management of office resources, vendors, technology and supplies
- Maintain and replenish inventory and office supplies
- Coordinate board and staff recognition
- Keep the office clean and tidy – organize supplies, file paperwork, recycles, etc.
- Coordinate Board of Directors meeting sites, dinners, Staff & Board meeting off-sites & general hospitality.
- Prepare meeting materials, agenda, minutes for quarterly Board of Directors meetings
- Keep board minute binder and work with Secretary for approval and archival of minutes



- Coordinate in person meeting logistics including calendar invites, scheduling, travel arrangements, technology set up, catering, materials, etc for Board of Directors meetings
- Assist the CEO, Board of Directors, and other staff with miscellaneous projects as requested

### **Human Resources (25%)**

- Recruits, interviews, hires, and trains new staff in the organization in coordination with CEO
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs including the Employee Handbook
- Manage volunteer program and student office volunteers as needed
- Administers or oversees the administration of human resource programs with the CEO including, but not limited to, compensation, benefits, and leave; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- With the CEO, annually oversee the performance review process.

### **Technology (10%)**

- Manage all technology solutions, including phone systems, printers, wifi and computers.
- Director will have responsibility for anticipating new requirements, developing them with departmental teams, and overseeing their implementation, including working with designated outside consulting support.
- Oversees email accounts with IT company
- Maintain office equipment including computers, copier, telephones, etc

### **Finance (35%)**

- Manage relationship with contracted accounting service.
- Oversee finance filing and communication with accounting firm, including chart of accounts
- Responsible for reconciling bank statements, Quickbooks and CRM with accounting firm
- Scan, deposit, and file all incoming checks
- Responsible for digitally filing all financial documents in Egnyte, to be prepared for any audit
- Assist with annual audit
- Prepare weekly Accounts Payable document for accounting firm
- Update Financial Policies and procedures as needed



### **Gift Entry (10%)**

- In conjunction with the development team, process stewardship letters on a weekly basis
- Process and send donor acknowledgement and tax letters

### **Other**

- Occasionally work evenings or weekend special events which may require travel.
- Other duties as assigned.

### **Qualifications**

The Director of Operations will have the following experience and attributes:

- Preferred experience working in a non-profit
- College degree desired
- Knowledge of QuickBooks Premier Nonprofits Edition, computers and software applications including, Excel, Word, and PowerPoint
- Knowledge of general bookkeeping and accounting principles
- 2+ years experience in bookkeeping and office management or equivalent position with similar responsibilities described above ☐
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Technologically savvy, with an ability to point to examples of having worked in IT to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Strong work ethic, extreme attention to detail, and experienced in a wide range of administrative and executive support related tasks
- Experience with insurance, health benefits, employment, and vendor contract document preparation preferred.
- Excellent communication skills

### **To apply**

Please send a copy of your resume, cover letter and salary requirements to [hr@curearthritis.org](mailto:hr@curearthritis.org)



**Additional Information:**

- Compensation: Competitive and commensurate with experience. The salary range for the position will be discussed early in the interview process.
- Available benefits:

Insurance: Health, Dental, Life Insurance, Vision

401(k) Retirement Plan

Vacation

Holidays

Sick/Personal time

- All Foundation coworkers are required to be fully vaccinated against COVID-19, including a “booster shot,” or to have been approved for a legally required accommodation.

**Commitment to a Diverse and Inclusive Team:**

The Foundation is committed to diversity, equity, and inclusion, and actively invites applications from individuals who identify as a member of a traditionally marginalized and/or underrepresented community.

**Essential Functions and Requirements:**

The information contained in this job description is intended to convey information about the essential functions and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities, or working conditions associated with the opportunity.

If located in the Irvine, CA area, where the ANRF office is located, a hybrid option is available.