

**Freedman Consulting, LLC: Operations and Administration Manager
Washington, DC***

Freedman Consulting, LLC, a strategic consulting firm seeks an Operations and Administration Manager for our Washington, D.C. office. The Operations and Administration Manager is responsible for all people and firm administration including office operations and related vendor management, payroll and benefits enrollments and communications, systems, tools, and general office management to ensure organizational effectiveness. They contribute to the development and communication of employee policies and activities to support and cultivate our collaborative firm culture. They manage office and remote working operations for a growing organization of, currently, around 35 staff. The Operations and Administration Manager will also help foster professional development opportunities for staff and oversee our interns. This is a highly visible role that works across the organization and engages with staff at all levels of the firm.

Freedman Consulting, LLC, offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, partnering with many of the nation's leading philanthropic institutions. The Firm's consultants work at the intersection of policy, strategy, communications, and politics, to advance innovations and impacts for the greater social good. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, and policy development for a variety of advocacy and political campaigns.

Primary responsibilities for the Operations and Administration Manager include (but are not limited to):

People Administration and Firm Culture

- Leading employee onboarding including communications and set up for payroll, benefits enrollment, IT, vacation tracking, general office operations and work policies, and offboarding
- Contributing to employee policy development and communications
- Leading planning for Firm events, employee recognition and other staff reward programs
- Working with Senior Advisor for DEIB & HR on professional development programs, coordinating and planning firmwide events and meetings
- Supporting Annual Progress Review program and staff Touchpoint Reviews
- Coordinating biweekly mentor program
- Overseeing Firm interns

Office Operations

- Serving as main point of contact for all office operations, including technology, equipment and IT, leading selection of solutions and equipment for the office,

procurement, receipt, facilities management, tracking and management of office inventory and supplies, coordinating with office vendors as required

- Serving as main point of contact for physical facility and with building landlord, handling general office communications regarding closures, security, parking, and more as required

Qualifications of the Ideal Candidate:

- A combination of one or more of the following types of experience - office management, HR administration/people operations and/or administrative support in an office environment is required.
- Knowledge of general human resources, people operations, facilities or office management practices is strongly preferred.
- Candidates must have demonstrated strong attention to detail, organizational and project management skills.
- Prior experience collaborating across internal teams and external vendors is preferred.
- Strong communications skills including verbal and written communication and the ability to develop an agenda and lead a team meeting are necessary.
- Excellent computer skills, especially Microsoft Office suite (Teams!) and Zoom are required.
- Candidates who are proactive, systems savvy, interested in process improvement and enhancing operational efficiency for a small office will find this a fun opportunity.

Salary and benefits are competitive and commensurate with experience.

To apply, please submit your resume, cover letter, and a writing sample to OAM@tfreedmanconsulting.com.

Freedman Consulting, LLC is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

**All Freedman Consulting employees are currently working remotely during the COVID-19 crisis. New employees would work remotely until conditions are determined safe for office reopening.*