Job Posting: Operations Manager  
Location: Hybrid (Remote/in-person based in our Brooklyn, NY office in DUMBO)  
Status: Full-time  
Salary: $75,000  
Reports to: Executive Director

Founded by Toi Derricotte and Cornelius Eady in 1996 to remedy the under-representation and isolation of African American poets in the literary landscape, Cave Canem Foundation is a home for the many voices of African American poetry and is committed to cultivating the artistic and professional growth of African American poets.

A 501-c-3 nonprofit literary service organization with administrative and programming headquarters in Brooklyn, New York, over the years, we have grown from a gathering of 26 to become an influential movement with a renowned faculty, a high-achieving global fellowship of 500 poets, and a workshop community of over 1,000. Core programs include community-based workshops; cross-cultural talks and readings by acclaimed poets and scholars; book prizes publishing new voices; and our flagship annual writing retreat for today’s most promising poets of African descent.

We are seeking an Operations Manager who will develop, implement and manage the operational protocols needed to support our mission including budgeting, people and culture, and information technology, in alignment with organizational mission, values, and strategic priorities. The Operations Manager will report to the ED and interface with all departments along with key third party partners and consultants.

QUALIFICATIONS:

- At least three to five years hands-on experience in financial administration, human resources, operations, and/or related fields
- Experience managing, developing, and motivating staff and consultants, with emotional & cultural intelligence
- Strong process orientation and a desire to always find new and efficient ways to get things done
- Exceptional organizational skills; attention to detail and deadlines
- Ability to prioritize and problem-solve while handling multiple tasks and managing organizational initiatives
- Must be available to work in person as needed at Brooklyn office and Cave Canem produced events;
- Bachelor’s degree is a plus, but not required.
• Administrative experience with the literary arts, arts service organizations, and/or discipline specific arts organizations appreciated
• Passion for Black poetry and working knowledge of the literary community

KEY RESPONSIBILITIES:
• Financial Management:
  ○ Supports Executive Director on monthly reconciliation of accounts, and annual fiscal closing by working closely with staff to secure receipts and coding details
  ○ Serves as key liaison for CC’s financial and workforce service leads at ArtsPool
  ○ Assist Executive Director with financial modeling and budget projections

• Operations:
  ○ Build out formal operational and financial related standard operating procedures (SOPs), partner with Executive Director to develop, implement and administer, CC’s SOPs
  ○ Create and maintain organizational operating procedures handbook
  ○ Lead the organization in strategic and reflective team practices, from recruitment and hiring to training and retention and including onboarding, professional development, performance assessment, and team building
  ○ Manage infrastructure: office, systems, vendors, and equipment.
  ○ Manage bidding processes for securing contractors and vendors.
  ○ Serve as first point-of-contact and process leader for maintenance of day-to-day operations
  ○ Serve as lead project manager on infrastructure building initiatives i.e. new database in development
  ○ Act as primary point of contact with external consultants and service providers as needed on financial and operational matters

• Administrative:
  ○ Coordinate benefit enrollment and changes
  ○ Maintain database
  ○ Support and collaborate with the Programs, Communications and Engagement, and Development departments as needed; other duties as assigned
To apply, please send a cover letter highlighting relevant experience, resume, and the names and contact information of two references as a single PDF document by email to: jobs@ccpoets.org, subject line: “Operations Manager (your name).” Applications will be accepted until the position is filled. Ideal start date: July 1, 2022

Cave Canem Foundation, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Cave Canem Foundation, Inc. is committed to building a culturally diverse community, and strongly encourages applications from female-identified candidates and candidates of color.

Please note: Newly hired employees are required to be fully vaccinated for COVID-19 (i.e. have received both doses of a two-dose vaccine or a single dose of a one-dose vaccine) and must provide proof of vaccination upon request by the organization. Requests for potential accommodation shall be considered in accordance with applicable law if and at such time as a conditional offer of employment is extended to a candidate. Applicants should not provide any medical or genetic information with their application.