



Position Description: Operations Manager

The Institute on Taxation and Economic Policy (ITEP) seeks a full-time Operations Manager in Washington, DC. ITEP is a mission-driven non-profit organization devoted to creating a fair tax code that raises revenue from wealthy people and corporations and enables federal, state and local government to pay for healthcare, education, and other essentials. We have 28 dedicated, congenial colleagues, about 10 of whom work regularly in our Dupont Circle office. Our leadership is respectful and supportive of staff.

The Operations Manager provides administrative and operational support to ensure smooth daily operations, organized financial management, and administrative efficiency. Success requires precision and rigorous quality control, responsiveness, initiative, enthusiasm, and ability to work well with others. This team member helps sustain a harmonious team culture and work environment.

The Operations Manager reports to the Executive Director and works closely with ITEP's Deputy Director, Development Manager, external accountant, and HR Partner.

Responsibilities

Bookkeeping and Financial Administration

- Enter, process, and verify payroll using Paycom.
- Track, manage, and execute A/P and A/R using QuickBooks.
- Make deposits, provide documentation to external accountant, maintain records, and support accountant on annual audit.
- Reconcile credit card and bank statements, manage fund transfers, and complete other financial duties as assigned.
- Track, deposit, and report on donations.
- Serve as point of contact for expense reimbursement process.
- Support budget entry for grant applications.
- Manage business insurance brokers and policies.
- Manage charitable registrations (using a service) to ensure compliance.

Operational Oversight and Office Management

- Maintain an orderly, welcoming, high-functioning office environment.
- Manage relationship with building and landlord.
- Manage vendors.
- Track and order supplies.
- Manage the staff calendar.
- Plan and execute logistics for occasional staff meetings and meals.

Executive Director and Staff Support

- Prepare and deliver as-needed communication to ITEP's staff.
- Manage logistics for hiring, onboarding, and offboarding interns and staff in collaboration with HR partner.
- Provide logistical and administrative support as needed.
- Book travel and lodging as needed.
- Order equipment for staff and keep a record of ITEP-issued equipment.
- Liaise with ITEP's IT vendor, as needed, for software and system updates.
- Provide other executive support as requested.

Board Liaison

- Plan and execute logistics for Board meetings, including calendar invitations, travel, lodging, group meals and other details in collaboration with Executive Director.
- Solicit and manage annual Board disclosures.
- Maintain Board tenure and contact information.

Required Qualifications and Skills

- At least 10 years of experience in a similar nonprofit role.
- Proficiency in budgeting, financial tracking, and bookkeeping.
- Advanced proficiency with Office365, QuickBooks and Zoom Workplace
- Organizational skills for work planning and logistics.
- Clear communicator in all formats.
- Intentional relationship management skills.
- Proven ability to triage and prioritize projects with varying timelines and deadlines.

Desired attributes

- **Solution-oriented, Proactive & Resourceful** – drives toward answers, anticipates problems, and finds ways forward with available tools
- **Thorough, Organized & Imperturbable** – works carefully and systematically
- **Collaborative, Diplomatic & Trustworthy** – builds relationships, navigates differences constructively, and communicates clearly
- **Curious & Adaptable** – asks questions, learns continuously, and adjusts readily to new circumstances

Location

This is a hybrid position located in the Washington, DC area. The Operations Manager will be onsite at the Dupont Circle office three consistent days per week. Additional onsite work will be scheduled as needed, including for Board meetings and staff retreats.

Compensation

This is a full-time exempt position with a salary range of \$70,000 - \$85,000. ITEP offers a generous benefits package including:

- One hundred percent of the premium for health and dental insurance for employees and their dependents.
- 403(B) plan to which ITEP contributes 10% of employee's salary.
- Generous PTO, including flexible and as-needed time off, 14 paid holidays, and a winter closure in December.
- Flexibility to work remotely up to two days per week.
- 12 weeks of paid parental leave after one year of employment.
- After five years, staff are eligible to request a six-week paid sabbatical.

ITEP is an amazing place to work. We encourage you to apply if you meet at least 80% of the qualifications, skills, and attributes listed above. Applicants must be legally authorized to work for any employer in the United States.

How to Apply

Please complete [this form by Wednesday, May 27](#), which includes a short list of questions plus fields for uploading your cover letter and resumé in PDF format. Resumé review will begin on May 6. Applications without a cover letter will not be considered.

If you require accommodation or assistance with our application process, please send an email to bobbi@itep.org. Please do not submit applications to this address. We are only accepting applications through [the form](#).

EEO Statement

ITEP is committed to equal opportunity in all employment practices, including to employees and applicants for employment. We prohibit discrimination and harassment of any type and actively recruit and value individuals without regard to race, color, religion, age, sex, gender identity or expression, disability, marital status, veteran status, national origin, and any other characteristic protected by federal, state, or local laws. sexual orientation. Nothing in this job description or posting guarantees employment.