



GROUNDWORK PROJECT

Title: Operations Director

Supervised by: Chief Operating Officer

Status: The position is full-time, non-exempt, salaried.

Compensation: \$75,000 - 85,000, with competitive benefits package

Benefits: Benefits package includes 100% employer paid health insurance plus 50% for dependents/families, a 2% employer retirement match, 3 weeks vacation, 15 holidays, generous sick time, and a commitment to professional development.

Location: Remote position, with occasional in person staff retreats

Groundwork Project

Groundwork Project LLC is co-founded by Prentis Hemphill and Kasha Ho. Groundwork Project (GP) oversees the programmatic work of [The Embodiment Institute](#) (TEI), a fiscally sponsored project of NEO Philanthropy. TEI emerges out of the long-term somatic teaching and on the ground healing justice work of its founder, Prentis Hemphill. TEI expands on that work to bring political and embodied emotional skills to our broader communities and to expand in our capacity and practice of just relationships. The Embodiment Institute is a training and research entity serving our embodied transformation. To that end, we offer tools and principles through which people can build and practice liberatory culture within their bodies, organizations, and networks. In addition to public trainings, we work with small to large-scale organizations on values definition, alignment, and conflict transformation and partner with collectives to build embodied emotional skills into their culture. The way we understand healing and wellness have to be interrupted. Healing should not leave us disengaged, but enlivened and connected. We are taking a multi-modality, and multidisciplinary approach to popularizing and sharing the process and potential of healing. This includes producing social media campaigns, multi-media toolkits, the [Finding Our Way podcast](#), and collaborations with artists.

Position Description

The Operations Director leads operational, financial, and HR functions for this hybrid, primarily remote business in its early stages of development. They are responsible for establishing new operational systems and maintaining existing policies and procedures. They are a critical leader on the team, helping to align staff culture and processes that reflect our values as we grow into new areas of work. The Operations

Director joins a dynamic, motivated team of creative and embodied practitioners collaborating virtually across the country.

Essential Job Functions

HR & Compliance:

- Manage Human Resources and Payroll for a staff of 6-10, located in multiple states (conducted through PEO)
- Develop, implement and revise HR & operational policies and guidelines for the organization that are consistent and values-aligned regarding hiring practices, performance evaluations and employee recordkeeping.
- Manage state and federal business compliance
- Maintain business insurance
- Manage consultant and vendor contracting processes
- Liaison with legal support
- Co-create systems for managing IT, social media, and security protocol with help from CEO, COO

Finance

- Responsible for budgeting and financial management; liaise with accounting consultant; maintain client invoicing and payment tracking, conduct budget reviews
- Develop and maintain business accounts, supplies
- Liaise with fiscal sponsor for The Embodiment Institute to ensure expenditures are 501(c)(3) compliant and all funder and fiscal sponsor requirements are met
- Assist as liaison with GP's grants and foundation partners; prepare and submit invoices monthly and provide direct deposit and related financial information to funders upon request
- Support with funder relationship building and engagement

Strategy

- Act as a strategic partner with the Co-Founders to ensure the alignment of goals, strategies and priorities on an ongoing basis
- Collaborate with staff in the strategic visioning process; build key strategies for long-term financial security as a result of strategic direction set for 2-5 years

Qualities

- Self-motivated, resourceful, creative, and able to work independently
- Strong communication and collaboration skills. The ability to provide consistent and thoughtful written and oral communication with diverse stakeholders
- Open to giving and receiving feedback and committed to practicing this regularly

- Able to identify needs proactively and motivation to pursue solutions
- Commitment to excellence, abundance, and quality
- Ability to enjoy collaboration and be a part of a dynamic, highly productive and integrated team
- Keen organization and multitasking skills; strong ability to keep yourself and others organized and prioritize a high-volume of competing tasks.
- Maintains flexibility and effectively manages ambiguity in a responsive work environment
- Curiosity and excitement to learn
- Commitment to personal embodiment practice
- Astute decision-making skills, proven ability to use foresight, nimbleness and strong judgement.
- Rooted in social justice, equity and a lived commitment to apply racial, gender and economic justice lenses in both personal and workplace context.

Qualifications

- Five or more years of relevant experience with HR, Operations, Finance
- *Preferred:* experience working with both for-profit and nonprofit structures
- Proven track record of building and maintaining new operational and HR systems
- Excellent organizational and communication skills and commitment to follow through
- Expertise in working and assisting with budget management and financial projection & forecasting.
- Proficient in Gsuite, Zoom, Excel

To apply, email info@groundwork-project.com and include a resume, cover letter, and three references. In the subject line include: *Operations Director Position*

Application deadline: June 25th 2021, 5:00 PM ET

Estimated date to hire: August 1, 2021

www.groundwork-project.com

Groundwork Project is committed to cultivating a workplace where Black, Indigenous, People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks lead and thrive.