



Title: Operations Manager

About Amyloidosis Research Consortium (ARC)

The Amyloidosis Research Consortium (ARC) is a non-profit global organization founded in 2015. ARC's mission is dedicated to transforming the way research is being done and focuses on what will have the greatest impact on improving the lives of amyloidosis patients. We forge collaborations across industry, academia and regulatory to more rapidly advance the discovery of new treatments.

Amyloidosis is the term for a group of rare diseases in which an abnormal protein mis-folds and deposits as amyloid in organs and tissues, causing damage and eventually organ failure. There are different types of amyloid, and they vary from one another in their biochemical nature and natural history. Some are acquired, and others inherited. In the United States, approximately 4000 people develop Amyloidosis each year. It is currently very underdiagnosed and so that number is expected to rise significantly.

ARC is a patient focused organization empowering and supporting patients while making sure they have access to the best quality of care.

To learn more about the ARC, visit <http://www.arci.org>

About the Position

The Operations Manager is a full-time position. This role will provide oversight and direct support to complete the operational, clerical, accounting and day-to-day administrative tasks to support ARC. The Operations Manager must demonstrate initiative, analytical abilities, and strong interpersonal relationship building skills. This position requires an ability to act independently, to exercise judgement and discretion in assigned duties, and to work with minimal supervision in a fast-paced entrepreneurial environment.

Responsibilities include, but are not limited to:

Operations

Manage overall administrative operations of ARC. Review, update and where appropriate, draft policies and procedures to facilitate optimal functioning of ARC operations. Monitor

effective implementation of all policies and procedures and advise management of any concerns or areas in need of improvement.

Manage the organization's filing system, document retention program and archiving, making recommendations to upgrade and improve systems, as appropriate.

Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.

Support the CEO in management of Board of Directors; prepare operational and financial reports, and other documentation as required.

Assist CEO in researching, placing and maintaining applicable insurance policies and ensuring timely renewals and payment of premiums.

Provide administrative leadership and support for special projects and programs.

Monitor, manage and improve the efficiency and effectiveness of communication and identify opportunities for improvement.

Finances

Possess a thorough understanding of the financials and bookkeeping requirements for not-for-profit organizations. An understanding of applicable requirements for the annual maintenance of tax-exempt status is also required.

Assist in preparation of the budget and work in conjunction with the ARC's bookkeeper/accountant to monitor actual income and expenses against budget.

Assist the Development Director with grant management, tracking and reporting; working in conjunction with ARC's bookkeeper to track restricted funds by program or project.

Manage relationships with vendors, service providers, and other entities that perform similar services for ARC.

Support ARC bookkeeper in annual audit preparation, and ensure we are in compliance with non-profit state registrations.

Human Resources

Manage the Human Resource function of ARC, including but not limited to maintaining and updating labor and employment law postings, as required by MA and Federal law; reviewing and updating the Employee Handbook, in consultation with the CEO; and ensuring distribution to new hires, as well as maintaining signed Acknowledgment forms.

Assemble hiring packages for new employees and manage the execution of all required documents and the proper filing and maintenance of the documents thereafter. Oversee the onboarding of new employees.

Oversee Annual Employee Performance Process.

Track and manage employee vacations, sick leave and other absences.

Experience

Non-Profit: 3 years (Required)

Operations management: 3 years (Required)

Skills

Project management: Experience in highly collaborative environments and in the management of workflows, work plans, deadlines, and priorities. Experience supervising contractors, interns, or junior staff a plus.

Communications: Excellent written and oral communication skills.

Operations and systems: Experience with or ability to rapidly learn key operational systems such as file management, expense tracking, communications (e.g., Slack), and databases (e.g., Salesforce).

Technology: Facility with Microsoft Office and basic website management, and accounting software, a plus.

To Apply:

Please send a cover letter outlining your interest in this role, and why you would be a good, along with a current resume to arc@arci.org