



Operations Director

Centro de los Derechos del Migrante, Inc. (CDM) seeks an Operations Director to join its dynamic, binational team of migrant workers' rights advocates. This is a unique opportunity to improve operational efficiencies and strengthen processes and programs to support migrant workers in their fight for justice. The Operations Director will oversee day-to-day operations across CDM's offices and manage all aspects of human resources, compliance, IT, administration, and finance. The Operations Director would be expected to work from the Baltimore office 2-3 times per week.

About CDM

Centro de los Derechos del Migrante, Inc. (CDM) partners with migrant workers in Mexico and the United States to build worker power, advance fair labor migration policies and remove borders as barriers to justice. With a binational, multilingual staff and an expansive geographic reach, CDM envisions a world where migrant workers' rights are respected, and laws and policies reflect their voices and experiences.

CDM supports migrant workers to defend and protect their rights during recruitment, while at work in the U.S., and as they return to their home communities. Further information about our work is available on our website: www.cdmigrante.org.

About You

You have an unshakeable commitment to social, racial, gender, and economic justice, and are passionate about defending the rights of migrant workers, immigrants, and low-wage workers. By leveraging your detail-oriented approach in combination with your exceptional judgment and ability to work independently, you are able to oversee and manage organization-wide operations to ensure that CDM programs are running efficiently. You thrive in uncertainty and are able to troubleshoot effectively when roadblocks arise. Your strong interpersonal skills allow you to collaborate with a wide range of internal and external stakeholders. Your attention to detail, awareness of institutional priorities, and focus on deadlines ensure you are able to prioritize effectively, and you feel at ease switching between English and Spanish.

Position Summary

Working under the supervision of CDM's Executive Director, the Operations Director will be responsible for overseeing the Operations team and ensuring smooth operations at an organizational level. In addition to ensuring seamless in-person operations, the Operations Director will be responsible for managing all aspects of human resources, compliance, IT, and administration. The Operations Director will manage the organization's finances in collaboration with the Executive Director and Finance Director and assist with major administrative functions of the organization to ensure that CDM meets all 501(c)(3) reporting, payroll, tax, corporate, and other responsibilities.

Position Responsibilities

- Oversee all components of Human Resources, including staff performance, evaluations and development; recruiting, onboarding and offboarding for staff, fellows, and volunteers; organizational culture; timekeeping; and compensation and benefits administration;
- Ensure organizational compliance with 501(c)(3) reporting, payroll, tax, corporate, and other responsibilities;
- In close collaboration with CDM's Finance Director and outsourced accountant, manage CDM's finances and assist in the drafting of the annual budget;
- Serve as the primary point of contact during the annual single audit, liaising with auditors, staff, and CDM's outsourced accountant;
- Support CDM's Executive Director with Board activities, drafting quarterly Board reports and materials and attending full Board and subcommittee meetings;
- Participate in CDM's Security Committee, managing ad-hoc responses to security incidents and ensuring security remains a primary consideration in the preparation for and analysis of organizational activities;
- Manage IT for the organization as it relates to software, hardware, and systems;
- Oversee CDM's offices, ensuring the smooth processing of administrative functions (e.g., relating to mail, supplies, external communications);
- Supervise finance and operations staff;
- Draft and implement policies and procedures to streamline and improve operations.

Required Qualifications

- Ability to communicate effectively in spoken and written Spanish and English;
- Demonstrated commitment to social, racial and economic justice and understanding of the challenges facing migrant workers, immigrants and low-wage workers;
- Demonstrated experience ensuring smooth operations in a nonprofit and/or law firm setting;
- Demonstrated experience with financial management/accounting, preferably in a nonprofit setting;
- Familiarity with a range of technology applications, including QuickBooks, Microsoft Office Suite, Google Workplace, and Salesforce;
- Strong cultural competence and the ability to engage effectively with various individuals in a multicultural organization;
- Knowledge of tax and other compliance implications of 501(c)(3) non-profit status;
- Familiarity with operations context (e.g., reporting, payroll, tax, corporate responsibilities) in the U.S. and Mexico.

Desired Qualifications

- Experience working with federal grants (e.g., familiarity with 2 CFR Part 200).

CDM is an Equal Opportunity Employer and prioritizes diversity among our staff, Board of Directors, and volunteers. We also maintain a strong interest in our employees' career

development and strive to provide opportunities for growth and education for dedicated members of our team.

Salary and Benefits

CDM offers a competitive salary range starting at \$83,000 for Baltimore-based candidates. We offer comprehensive benefits, including generous vacation, 401(k), a Health Savings Account (HSA), and fully-paid health, dental, and vision insurance for the employee and any dependents. CDM is piloting a Summer Fridays program in 2024, meaning employees will have flexibility not to work on most Fridays between Memorial Day and Labor Day.

HOW TO APPLY

Interested candidates should submit a cover letter, resume, and a list of three references, including their contact information, to info@cdmigrante.org with the subject line OPERATIONS DIRECTOR APPLICATION. No phone calls please.