



## Director of Operations and Administration

### WHO WE ARE

We are a leader in comprehensive ALS care. Founded in 1977, the Les Turner ALS Foundation is one of the longest-serving, independent ALS groups in the country. For over 40 years, we have taken an individualized approach to ensure each person living with the disease receives the best quality of care, and access to the most promising therapies. We treat each person like family, supporting them every step of the way, and provide their loved ones with answers and encouragement. Our Les Turner ALS Center at Northwestern Medicine is led by the most well-respected and successful clinicians and researchers in the field, advancing vital care and research in pursuit of life-enhancing treatments and a cure.

Our mission is to provide the most comprehensive care and support to people living with ALS and their families in Chicagoland so they can confidently navigate the disease, and advance scientific research for the prevention, treatment and cure of ALS.

### POSITION DESCRIPTION

We seek a highly motivated financial/administrative professional with a passion for making a difference to join our senior leadership team as **Director of Operations and Administration**, reporting to the CEO. In this pivotal role, you will have oversight of all the Foundation's administrative, operational and financial activities.

You will partner with all areas of our mission: our internal staff, our Support Services team, our board of directors, donors and people living with ALS. You will serve as an ambassador for the Foundation, exemplify our core values and advance our vision in all aspects of your work.

This position is based at our office in Skokie, Illinois, with some onsite expectations.

### MANAGES

Office and Human Resources Manager and outside Accountant

### DUTIES AND RESPONSIBILITIES

#### Human Resources and Office Management

- Further develop the Foundation's human resources and administration, with assistance of Office and HR Manager, enhancing professional development, compensation and benefits, training and recruiting
- Ensure compliance with relevant workplace and employment laws
- Approve semi-monthly payroll submissions prepared by outside accountant
- Responsible for annual audits and requests regarding workers' compensation, retirement plans and state unemployment.
- Maintain the Foundation's FSA and COBRA programs and oversee employee requests.
- Maintain, analyze and make recommendations on all leases and insurance policies

### Accounting, Financial Management and Budgeting

- Oversight of monthly and annual financial reporting using Blackbaud Financial Edge NXT.
- Oversight of all preparations for the annual audit with independent auditors, review of audited financials and Form 990 and any other IRS requirements.
- Preparation of annual budget and forecasts in conjunction with the CEO
- Ensure timeliness, accuracy and usefulness of financial and management reporting and track key metrics for staff and Board of Directors
- Oversight of cash management functions and banking relationships
- Stay abreast of current trends in finance, accounting and IRS requirements and monitor and make recommendations for best practices in these areas.

### Database and IT Systems

- Complete responsibility for IT security issues and CRM database in conjunction with outside vendors.
- Main contact for CRM database (Blackbaud Raiser's Edge NXT and Luminate Online). Negotiate and oversee annual contract and find efficiencies in usage of CRM.
- Stay informed of software's new releases and how to best utilize software to more effectively target and communicate with patients, donors and constituents; implement changes as needed
- Collaborate with staff to build capacity in CRM related to program evaluation, data collection and data use for strategy development and decision-making.
- Assist and train staff in use of CRM to create queries and exports for reporting and mailing lists, review all coding to ensure it follows established guidelines.
- Work with Database Assistant and CRM vendor to ensure regular database hygiene is maintained.
- Work with HR and Office Manager and outside IT vendor on IT needs and troubleshoot and solve problems as they arise with individual connectivity or server issues.
- Oversee evaluation, tracking and ordering of new hardware as needed.

### Other Responsibilities

- Works with Treasurer as needed
- Serve as staff liaison for the Audit and Finance Committee of the Board.
- Effectively manage Office and HR Manager and outside accountant in execution of banking, accounting, payroll, HR, IT, office lease, administration and all other assignments and duties
- Oversee States Registration project
- Update and implement all necessary business policies and accounting practices
- Manage relationships with external vendors: IT consultant, insurance vendors, database vendor, auditors, third party administrators and charitable rating agencies,
- Attend Foundation special events and other functions as needed

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## QUALIFICATIONS

- Be comfortable interacting with families from diverse disability, cultural and economic backgrounds who are affected by ALS
- Ability to handle sensitive and confidential information with discretion and judgement
- Bachelor's degree in finance, accounting or management. Graduate degree (MBA) a plus.
- 7-10 years of financial, HR and/or administrative experience in a professional setting; non-profit experience highly preferred
- Strong computer skills, expertise in nonprofit accounting software (knowledge of Blackbaud products a plus, particularly Financial Edge and Raiser's Edge NXT), Outlook, Excel, Microsoft Word
- Be innovative and disciplined with strong analytical skills and excellent attention to detail
- Be a tenacious problem solver and strong team player
- Must possess experience and ability to interact professionally with donors, visitors, vendors and internal staff
- Flexibility to attend evening and/or weekend meetings and/or events

## WHAT WE OFFER

We offer a warm, friendly office environment full of highly motivated and inspiring teammates. Salary for this role is competitive and commensurate with your skills and experience. Our benefits package is robust and includes comprehensive health insurance, 401k with organizational match, generous paid time off, nine paid holidays, summer hours, disability and life insurance.

## TO APPLY

Please submit cover letter, resume and two writing samples (no more than five pages) to demonstrate your interest in the role and the Foundation to [dmarron@lesturnerals.org](mailto:dmarron@lesturnerals.org) writing "Director of Operations and Administration" in the subject line. Applications will be accepted until the position is filled.

*The Director of Operations and Administration is a full-time (32 hours a week), salaried, exempt position.*

*The Les Turner ALS Foundation is an equal opportunity employer. We firmly believe that the application of the concept of equal opportunity means a better work force and better business for all. Therefore, we will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, religion (creed), national origin (ancestry), age, marital status, disability, military status, sexual orientation or gender expression.*

*The Foundation complies with the Fair Labor Standards Act and the Americans with Disabilities Act.*