



1512 Willow Lawn Dr. Ste. 100, Richmond, VA 23230
www.dLCV.org

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**Operations Manager
Henrico County, VA
January 2024**

You can help to make a difference for Virginians with disabilities! The disAbility Law Center of Virginia has a full-time position available for an Operations Manager. The primary function of the position is to provide expertise on human resource management, federal grants financial management, and supervision to a team of 4-6 administrative support staff. The position will serve as liaison to the chief fiscal officer and support communications with federal funders. The Operations Manager is responsible for ensuring that dLCV has effective and efficient operational processes, including working with human resource benefits vendors and supporting financial and reporting functions. The position may provide occasional direct support for agency operations, which may include assisting with transportation accommodation for staff and with other agency projects as needed.

The Operations Manager reports to the Director of Quality Assurance and Compliance and is on dLCV's management team.

The ideal candidate for this position will have:

- College degree in a related field or significant relevant experience
- Excellent interpersonal and communication skills
- Comfort and experience working with people with disabilities and diverse cultures
- Minimum of five years of office experience, especially in financial operations or human resource management
- Supervisory and leadership experience
- Proficient computer skills including excel and other Microsoft Office products.
- Familiarity with accounting software
- Ability to prioritize among multiple responsibilities
- Demonstrated commitment to social justice
- Willingness to travel-overnight travel may be required

In addition, dLCV values but does not require the following: multilingual (including sign language) skills, advanced relevant degree, prior nonprofit management experience, familiarity with federal grants management.

dLCV is a private nonprofit 501 (c)(3) corporation, and is an equal opportunity employer. Minorities and persons with disabilities are encouraged to apply. For more information about us, visit our website at www.dlc.org

dLCV requires all staff to be vaccinated against the COVID-19 virus unless the staff has a valid medical or religious exemption. This position will also be required to apply for a national security clearance in support of several programs.

dLCV's mission is to protect and advance legal, human, and civil rights of persons with disabilities; combat and prevent abuse, neglect, and discrimination; and promote independence, choice, and self-determination by persons with disabilities.

Salary starts at 56,000, and may be higher depending on education and experience. Benefits include health insurance, short- and long-term disability insurance, group life insurance, a retirement plan, compensated holidays and other paid time off. dLCV uses a 35-hour work week for full time staff, including management staff. This position is not eligible for remote work.

The position is open until filled. To learn more about dLCV, visit www.dlcvt.org.

To apply, submit a detailed cover letter and resume describing applicable qualifications and salary expectations to jobs@dlcv.org or mail to Human Resources, 1512 Willow Lawn, Suite 100, Richmond, Virginia 23230. Information can also be faxed to (804) 662-7431.

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Member of the National Disability Rights Network