



Now Hiring **Senior Operations Manager**

Reports to: Chief of Staff
Position Status: Exempt, Salaried; FTE (40 hours/week).
Salary: \$80,000 - \$90,000 FTE/year plus benefits.
Office in St. Paul, MN; currently a hybrid organization.
This is a Twin Cities-based position.

To apply: Submit your materials, resume and cover letter, using this [application form](#). We will begin reviewing applications on January 15, 2026, but will consider applications until the position is filled.

Organization

Gender Justice [501(c)3] and Gender Justice Action [501(c)4] are partner nonprofit legal, policy, and political advocacy organizations working in Minnesota and North Dakota to advance gender equity through the law. We work to create a world where everyone can thrive no matter their gender, gender identity or expression, or sexual orientation. Central to this work is dismantling the legal, political, and structural barriers to gender equity. We represent clients directly in state court and before administrative agencies in impact litigation cases. In addition to pursuing justice through the legal system, we advocate for policies that expand gender equity and seek to educate and shape public understanding about gender barriers. We employ grassroots organizing, coalition building, and strategic communications and narrative strategies to create the movement momentum and cultural conditions for gender equity to flourish. We're a small but mighty organization looking for the newest member of our ambitious, highly-effective, and growing team.

Position Summary

The Senior Operations Manager ensures the organization functions efficiently, sustainably, and in alignment with its mission. This position oversees and improves internal operations across teams by managing organizational systems and leading the implementation of Gender Justice's internal operational policies and processes. The Operations Manager works with all staff and external contractors to ensure smooth day-to-day operations.

The ideal person for this job is an experienced operations professional who is detail-oriented, diligent, and thoughtful. Organization, systems, and processes are in your blood, but you're also nimble, flexible, and quick to adjust to change as needed in a small, high-impact organization. You have some experience with partner 501c3 and 501c4 organizations. You're comfortable managing up and working with people with varied working styles. You're passionate about

social justice. You're a proactive problem solver who prides yourself on getting things done, and done right.

This role has the potential for upward mobility as resources and org growth allows. We hope to find a highly experienced individual who has the skills, experience, and interest to grow within the organization.

Responsibilities

The Senior Operations Manager will be responsible for the following activities, in addition to other duties as assigned:

General Operations

- Develop, recommend, implement, evaluate, and oversee operational policies and procedures for all areas of responsibility and that will improve day-to-day operations, including HR policies such as PTO and timekeeping systems.
- Coordinate with tech/IT vendor to ensure staff have needed hardware and software, implement secure systems and processes, and coordinate tech support needs surfaced from the team.
- Ensure the maintenance and organization of the office space and property, including storage units, equipment, supplies and other assets..
- Ensure the team has the necessary tools and supplies to perform their work, such as reserving meeting space and procuring tools and supplies
- Serve as primary point of contact for operations vendors, such as property manager, insurance brokers, operations consultants, and others
- Manage office mail and packages, including opening mail, distributing to appropriate staff, and following document retention procedures
- Lead the contract management process, such as drafting agreements, sending agreements for signature, filing signed agreements, etc.
- Communicate with and manage vendors, contractors, and consultants (e.g., property management, accountants, etc.), and associated contracts and agreements
- Lead file and drive management, ensuring appropriate saving of documentation and information
- Manage organizational insurance policies and renewals, including completing applications, tracking policy information, ensuring payment is processed, and working with brokers to file claims as needed
- Coordinate and schedule staff meetings, including scheduling, creating virtual meeting information
- Monitor, respond to, or route emails addressed to Gender Justice's general inbox (info@genderjustice.us)

Human Resources

- Lead onboarding and offboarding processes, such as adding and/or removing employees from platforms and systems and communicating information to employees
- Manage general employee administration, including being the first point of contact for staff and HR vendors on employment related matters (such as compensation, PTO, and other benefits questions)

- Maintain employee records and personnel files and ensure files align with document retention procedures
- Administer payroll and employee benefits, including processing payroll, PTO, retirement accounts, and salary and employment changes, health and supplemental insurances
- Collaborate with hiring teams to manage hiring processes, including posting job ads, applicant tracking and communications, and scheduling interviews and meetings

Finance

- Manage the finance inbox and coordinate with the team to ensure payments and other financial needs are addressed and completed
- Coordinate with the team to gather financial information and documentation
- Collaborate with staff and the Finance team to manage financial processes, such as processing bill and invoice payments, coding expense transactions, ensuring proper documentation, and processing staff reimbursements
- Ensure financial procedures, such as expense, payment, documentation, and approval policies and process are consistently followed across the organization
- Support yearly financial audits and reporting, including providing documents and information

Compliance

- Maintain a comprehensive compliance calendar to ensure required reporting and compliance tasks are completed timely, such as state annual reports, lobbying filings, and other requirements
- Submitting annual state filings and renewals, and coordinating with staff as needed for campaign finance reports and other compliance requirements and needs
- Reviewing and responding to notices received from local, state, federal agencies

Organizational Development and Program Support

- Prepare operations reports and other materials for Board and Committees
- Manage the implementation of long-term operational plans, including tracking and reporting on progress and other metrics
- Provide support for programs as needed

Skills, Experiences, and Attributes

The ideal candidate will bring many of the following skills, experiences, and attributes. We don't expect any one person to have every qualification listed below. If this role aligns with your values and experience, we encourage you to apply.

Must Haves

- At least 3 years of experience in a similar role with progressive increased responsibilities
- Excellent analytical, decision-making, and problem-solving skills
- Strong project management skills including the ability to manage multiple priorities and project timelines
- Excellent organizational skills with strong attention to detail
- Technical savvy and the ability to adapt to new tools, technologies, and applications
- Experience with maintaining confidential information

- Strong communication skills, including exceptional writing and listening skills and the ability to communicate to internal and external audiences
- Collaborative team player with strong interpersonal and communication skills
- Commitment to Gender Justice’s mission and values, which include racial, social, and economic justice, and to fostering a work culture rooted in inclusiveness, trust, respect, and mutual accountability.

Nice to haves

- Experience working in non-profits, legal aid, and/or community organizations
- Fluency in a language other than English is a plus
- Experience with financial and budget management
- Ability and experience with supervising direct reports
- Experience working with 501c3 and 501c4 partner organizations

Benefits

Full time employees are eligible for the following benefits:

- Employer-subsidized health, dental, and vision insurance
- Unlimited paid discretionary leave, sick leave, and holidays
- FSA, HSA, and Dependent FSA
- 3% employer contribution to retirement plan
- 12-weeks fully paid parental and medical leave
- 12-weeks fully paid sabbatical leave after five years
- Relocation assistance for moving costs available for candidates not located in the Twin Cities.

Gender Justice is an equal opportunity employer and will not tolerate discrimination against any applicant for employment or employee on the basis of race, color, creed, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), disability, age, veteran status, sexual orientation, gender identity, receiving public assistance status, familial status, marital status, membership or activity in a local commission, or any other characteristic protected by law.

We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, gender identity, and sexual orientation. As an organization working in solidarity with the reproductive justice, economic justice, and racial justice movements, Gender Justice is committed to fostering the leadership of women, people of color, Native and indigenous people, LGBQ and trans people, immigrants, and others living in marginalized communities. However, Gender Justice will not make any employment decision relating to hiring, promotion, demotion, transfer, layoff, termination, or compensation based on an individual’s protective characteristic.