



DIRECTOR OF OPERATIONS & FINANCE WASHINGTON, DC

The AFL-CIO Technology Institute is a non-profit 501(c)(3) organization launched in 2021 to bring the voices of working people and unions into technology development and innovation policy. Creation of the Institute was a core recommendation of the 2019 AFL-CIO Commission on the Future of Work and Unions, a multi-sector collaborative of union leaders determined to build a powerful strategy to prepare our movement for the future of work.

The Technology Institute is seeking to hire a Director of Operations and Finance who will support the management and operations of the Technology Institute.

Working with the Executive Director of the WAI and Technology Institute, the Director of Operations and Finance will be responsible for supporting the operations, administration and finance of the Technology Institute, and work closely on operations with our partner organization, the AFL-CIO Working for America Institute.

The position will report to the Executive Director.

Key Duties

Review and optimize office policies and procedures, particularly grant management, reporting, documentation, filing systems, and event logistics.

Management Systems & Finance

Working with Executive Director and Deputy Director, implement internal management systems to:

- Developing and monitoring organizational budgets.
- Develop and improve operational processes and systems and internal controls to efficiently guide project management and ensure compliance funders rules and regulations, and the terms of the contract, grant or other awards.
- Track, document and report activities and progress in meeting deliverables for grants and contracts.
- Produce performance reports for Technology Institute and WAI leadership, Board members, and funders.

- Review invoices and financial reports including sub-grants, sub-contracts, consultant expense and travel expense reports in coordination with Accounting staff, Auditors and the AFL-CIO Secretary Treasurer's office.
- Review consultant, sub-grantee and sub-contractor spending and progress on meeting deliverables.
- Programmatic and financial monitoring of all grants and contracts and compliance with grant and contractual obligations.
- Prepare spreadsheets, presentations and statistical and budget reports.

Staff Management & Day-to-Day Operations

- Supervise administrative staff and day-to-day administrative operations of the WAI and the AFL-CIO Technology Institute, including scheduling, travel and event logistics.
- Develop and supervise human resources procedures, including onboarding, benefits coordination, and payroll.

Proposal Development & Oversight

- Preparation of grant and contract proposals and budgets.
- Develop and manage tracking systems for proposals, including budgets and accounting.
- Develop and provide progress reports on grant budgets to senior management.

Board of Trustees Support

- At the direction of the Executive Director communicate effectively in a timely and accurate manner all information needed for the Board to make effective decisions.
- Support the Board of Trustees including organizing meetings, ensuring timely communications and response to Board direction.

Reports, Meetings and Correspondence

- Manage phone calls, resolve routine and complex inquiries, schedule appointments and organize calendars.
- Manage travel and planning for in-person events and meetings.
- Provide support for virtual meetings, including troubleshooting real time login issues and being available to take phone inquiries during the sessions.
- Maintain files and prepare routine correspondence, letters, and memos.
- Update and maintain listserv and databases.
- Maintain all files both electronic and hard copy.

Other duties as assigned.

Professional Qualifications

- A minimum of 5-10 years' experience of working on a Senior Administrative Assistant, Executive Administrative Assistant or similar position.
- Education: Bachelor's degree or equivalent work experience
- Demonstrated knowledge of the structure and operations of the AFL-CIO.
- Hands-on budget management skills, including budget preparation, analysis, decision-

making and reporting.

- Significant experience with office management and daily operations.
- Proficient skills in Google Suite, Microsoft Word, Excel, PowerPoint and Microsoft Access and Google Groups (others?).
- Strong verbal and written communication skills including proofreading and editing documents.
- Strong problem solving, organizational and time-management skills.
- Demonstrated ability to manage multiple tasks and competing priorities, managing workflow and work within a team.
- Experience working with staff from multiple programs and projects.
- Demonstrated ability to plan, problem solve and think creatively and strategically.
- Demonstrated ability to be self-motivated, proactive and a self-starter.
- Demonstrated ability to work independently within the context of a plan as part of a larger team in both a lead and a support role.
- Effective organizational and time management skills and demonstrated ability to handle multiple high priority projects.
- Demonstrated ability to work well with a diverse range of leaders and organizations.
- Demonstrated ability to resolve conflicts while maintaining important and effective relationships.
- Must be detail-oriented.
- Demonstrated experience in developing work plans and goals.
- Ability to travel and stay overnight for conferences, meetings and work-related events.

Based in Washington DC (headquarters)

Salary range: \$110,000-\$120,000

The AFL-CIO Technology Institute is an equal opportunity employer.

Please provide a cover letter, references and writing and work samples to kcorrigan@afleiotechinstitute.org

Please note that the AFL-CIO Technology Institute requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.