



1 West Water Street, Suite 260 | St. Paul, Minnesota 55107
(612)940-8090 | www.mnallianceoncrime.org

Minnesota Alliance on Crime (MAC) is seeking an individual to join our team to support daily operations of a statewide membership coalition. MAC's member programs provide direct services to individuals and communities impacted by crime, throughout Minnesota. The Director of Operations is a vital team member and will have the opportunity to touch all areas of MAC's work. The ideal candidate will thrive in a supportive remote setting and enjoy working collaboratively with other team members.

MAC benefits include:

- 32-hour, Monday – Thursday work week
- Medical/Dental/Life/ADD/STD & LTD Insurance
- Retirement IRA with 3% MAC Contribution (pending board approval)
- Generous PTO Accrual
- Twenty (20) Paid Holidays per year
- Supportive, trauma-responsive work culture

MAC's Organizational Identity Statements:

Mission

The Minnesota Alliance on Crime advances a collective movement to eliminate the systemic barriers experienced by people impacted by crime.

Vision

The Minnesota Alliance on Crime envisions a world where people impacted by crime, particularly those who are historically marginalized, can heal, achieve justice, and restore balance to their lives.

Values

Equity

We prioritize underserved communities and work to increase equitable outcomes for those impacted by crime across systems.

Trauma-Responsive

We strive to promote the safety, security, and self-determination of people impacted by crime through modeling compassionate support in our work.

Centering Survivors

We center people impacted by crime regardless of external societal shifts and rely on their leadership to guide our advocacy, policy, and training efforts.

Solidarity

We model courage and active ally-ship with efforts to counter oppression across all factors of difference.

Interested individuals should submit a letter of interest and resume to MAC's Executive Director, Bobbi Holtberg, via email:

bobbi@mnallianceoncrime.org

This posting will remain open until the position is filled. BIPOC, LGBTQ+, and social justice warriors are strongly encouraged to apply. See next page for full position description.

Program Director: Operations

This is an exempt, permanent, and full-time position.

Annual Salary is \$70,000 + Benefits

MAC is seeking a valuable team member to join our small but mighty team as we support our 90+ member programs throughout Minnesota. MAC promotes a work environment that supports team members to achieve their personal and professional goals. The Director of Operations will work closely with the Executive Director to ensure daily operations are carried out and accurate financial information is recorded. MAC is looking to hire someone committed to working towards social justice and ensuring individuals and communities impacted by crime have the support and resources needed to heal and restore balance to their lives.

General Office Duties

- Order and maintain office supplies and equipment
- Maintain paper and electronic information filing systems

Communication Duties

- Schedule and plan for general meetings
- Work with Program Director of Training to ensure all logistical details are arranged for trainings and special events

Financial Duties

- Work with the Executive Director and contract bookkeeper to ensure monthly bills, invoices, and documents are sent and received by the bookkeeper in a timely manner
- Make weekly bank deposits
- Pay invoices not set-up in autopay
- Input all income and expense data to correct fund code within APLOS.
- Review preliminary monthly financials completed by bookkeeper and provide needed input
- Complete and submit monthly Financial Spending Reports (FSRs) in the OJP E-grants system
- Maintain internal Excel budget spreadsheets for all grant accounts at the end of each month
- Ensure compliance with MAC financial guidelines
- Plan and execute annual online Silent Auction

Volunteer/Intern Recruitment and Coordination

- Recruit and supervise student interns
- Maintain student intern and volunteer database to track availability and hours

Other Duties

- Contribute as a team member to center equity in all areas of MAC
- Provide technical assistance as appropriate
- Ensure accurate membership data is maintained in NEON database

Qualifications

- Alignment with MAC's Core Values
 - **Equity:** We prioritize underserved communities and work to increase equitable outcomes for those impacted by crime across systems.
 - **Trauma-Responsive:** We strive to promote the safety, security, and self-determination of people impacted by crime through modeling compassionate support in our work.
 - **Centering Survivors:** We center people impacted by crime regardless of external societal shifts and rely on their leadership to guide our advocacy, policy, and training efforts.

- **Solidarity:** We model courage and active ally-ship with efforts to counter oppression across all factors of difference.
- Three or more years of experience with general bookkeeping/financial management
- Proficient written and verbal communication skills
- Proficiency in Microsoft Office applications, especially Microsoft Excel
- Enjoy being part of a small, equity focused team
- Ability to work in a remote setting
- Possess a valid MN driver's license and have access to reliable transportation