

ALIGHT

ALLIANCE TO LEAD IMPACT IN GLOBAL HUMAN TRAFFICKING

<u>Position:</u>	Program Operations Director
<u>Reports to:</u>	Executive Director
<u>Classification:</u>	Full-time (30-40 hours per week)
<u>Compensation:</u>	\$52,500-70,000/yr (depending on experience and hours) plus generous benefits package
<u>Requirements:</u>	Fully remote with some travel responsibilities, ability to commit to at least 2 years

About ALIGHT

ALIGHT (Alliance to Lead Impact in Global Human Trafficking) exists to empower human trafficking survivors - at scale. Founded as a 501(c)(3) nonprofit organization in Colorado in 2015, ALIGHT connects survivors' diverse legal needs to untapped expertise in the legal community in Colorado and beyond. ALIGHT works with social service providers and community organizations that support different vulnerable populations to help the human trafficking survivors they serve connect to the right attorney - at the right time.

ALIGHT's program has assisted over 260 survivors on over 550 legal cases across the country. Operating a legal network of over 1,500 pro bono attorneys, ALIGHT provides trauma-informed, specialized and comprehensive legal support to survivors in over 20 areas of law.

ALIGHT's leadership in pioneering and implementing an innovative model for legal services delivery for survivors (think: Lyft app for specialized pro bono services) has been nationally and internationally recognized. In 2020, the American Bar Association passed Resolution 113, which promotes the need for the innovative tech-based model that ALIGHT has established in Colorado. In 2021, the Freedom Collaborative, a platform for global anti-trafficking efforts,

recognized ALIGHT's model as unique in the world. ALIGHT has been invited to present this innovative work at the 2017 United Nations Conference on the Status of Women's human trafficking event, the Princeton Center for Information Technology Policy and the Freedom Network.

We are seeking individuals who are highly talented, passionate and thrive in an entrepreneurial culture that values justice, collaboration, innovative solutions with impact and a multidisciplinary approach to the injustices of human trafficking. For more information, please visit www.alightnet.org.

About You

If you are looking to

- Use your legal knowledge and experience to positively impact the lives of the most vulnerable members of various at-risk communities
- Work with other passionate professionals to fight for the rights of human trafficking survivors to unlock a fresh start
- Develop expertise working at the intersection of law, technology and human trafficking

Then you have found the right place.

Position Description

This position is an exciting opportunity to play a key leadership role in a dynamic non-profit organization in its continuation of service in Colorado in Utah, as well as expansion to the Los Angeles and Southern California area while supporting existing relationships.

This role will have both internal and external-facing responsibilities ranging from program management (program development, fundraising, technology implementation, partnership building, meeting grant reporting requirements) to financial, operational and human resources functions. Candidates must have a proven track record of excellence in development and fundraising.

This is an executive staff position that requires strong leadership, excellent strategic thinking, impeccable organizational skills, effective program development and management, exceptional verbal and written communication skills and strong experience with fundraising and financial management. Candidates with experience in start-up organizations in the first five years of operation will be prioritized. Survivors of trafficking and individuals of color are highly encouraged to apply. There are opportunities for growth with this position, including into a Deputy Director role.

Responsibilities

- **Program Strategy and Oversight**
 - Oversee the day-to-day operations of ALIGHT's legal program.
 - Co-develop with the Executive Director and execute strategic growth plan for filling legal gaps and for attorney engagement.
 - Co-develop with the Executive Director and execute technology implementation of CRM/database system and 4Bells app or related technology that incorporates survivor safety and ethical considerations and maximizes efficiency (such as reducing manual reporting).
- **Program Management**
 - Act as the primary manager of mid-level and entry staff, contractors, volunteers and key stakeholders.
 - Increase referrals for program through fostering strategic partnerships, with a focus on Los Angeles and Southern California.
 - Function collaboratively with ALIGHT's staff and volunteers to enhance services to survivors of human trafficking.
 - Oversee marketing, communications and social media efforts associated with the program.
- **Financial Viability and Growth**
 - In collaboration with the Executive Director, develop resources sufficient to ensure the financial stability and ongoing growth of ALIGHT's programming through fundraising, donor cultivation and fiscal management including budgeting.
- **Financial Management and Compliance**
 - Oversee overall financial management, planning, systems and controls.
 - Support compliance with all grant and contract requirements, data collection and reporting and financial tracking and management.
 - Serve as primary liaison with accountants and bookkeepers, including on financial audits.
 - Assist in planning and managing the annual budget with a work plan for fundraising efforts.
 - Ensure all legal, financial and administrative tasks are completed in a timely manner.
- **Human Resources**
 - Support the Executive Director with recruitment and onboarding of new team members.
 - Oversee annual benefits, including managing benefit accrual.
 - Oversee payroll processing. Maintain vacation and sick leave records.
 - Stay current on state and local HR regulations and law, utilizing HR help desk resources provided by service providers.
 - Provide leave updates and benefits information to staff.
 - Coordinate staff development and training requests.
 - Annually review employee handbook.

- **Risk Management**
 - Oversee insurance matters including annual renewals and certificates of insurance required for programs.
 - Evaluate coverages and research options for risk management.
 - Ensure accidents are reported to appropriate sources.
- **Other Duties**
 - Domestic travel required twice annually, at minimum.
 - As assigned, in alignment with ALIGHT's strategic objectives.

Qualifications

- Graduate degree such as MBA (preferred), or a bachelors degree in Accounting, Business, or equivalent experience.
- Candidates with experience in start-up organizations in the first five years of operation will be prioritized.
- Has at least 3+ years of prior operations and nonprofit finance experience in a nonprofit or startup setting.
- Has experience with implementing and managing database systems.
- Proven track record of excellence in development and fundraising, preferably with a history of working with vulnerable populations.
- Has strong organizational and time management skills.
- Has strong verbal and written communication skills, including culturally-sensitivity when interacting with stakeholders.
- Can be flexible and adapt to various situations and changes in program procedures.
- Strong ability to work independently, analyze problems and determine priorities.
- Can manage stress and identify self-care as needed.
- Is proficient with Quickbooks Online, mobile technology, remote working tools and Google Suite products. Has a secure internet connection.
- Experience working with the legal industry and/or identifying civil and criminal legal issues of vulnerable populations (a plus).

Physical & Environmental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Perform work from home-based office.
- Be able to sit for prolonged periods of time.
- Prioritize and multi-task work and projects requiring good memory, concentration and analytical thinking.

Must be able to hear, read and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.

Benefits

- Benefits package including Paid Time Off, holidays, health care reimbursements and retirement contributions.
- Workplace wellness program.
- Gain real-world professional experience that expands your current knowledge of human trafficking and survivors' diverse legal needs.
- Practice trauma-informed care and receive ongoing training.
- Work on the cutting edge of tech and law solutions with a leading national pro bono program.
- Learn and directly participate in access to justice for human trafficking survivors.
- Network with social services programs across the country.
- Strengthen your resumé with relevant experience.
- Obtain potential references for future career opportunities.
- Maintain a flexible, remote work schedule.
- Implement your own skills and ideas into an impactful program.

To Apply

Please email your resume and cover letter to Marianna Kosharovsky (Executive Director) at connect@alightnet.org and indicate "Program Operations Director" in the subject line. Be ready to provide 2 professional references if invited to interview. Applications that do not include these components will not be considered.

Diversity

ALIGHT is committed to serving the needs of diverse trafficked persons. Further, ALIGHT is committed to developing an inclusive work environment where diversity of background, thought, style, culture and skill is valued in support of individual performance and potential, as well as ALIGHT's strategic goals and mission.

ALIGHT does not and shall not discriminate based on race, sex, religion, creed, age, national origin, alienage, marital status, sexual orientation, gender identity, and expression, disability, or any other legally protected characteristic, in any of its activities or operations. These activities

include, but are not limited to, the provision of services. ALIGHT is committed to providing an inclusive and welcoming environment for all members of ALIGHT beneficiaries, volunteers, subcontractors, and vendors.

Disclaimer

This position description indicates in general terms, the type and level of work performed as well as the typical responsibilities of team members in this classification and it may be changed by the senior management team at any time. Other duties may also apply. Nothing in this job description changes the at-will employment relationship existing between ALIGHT and its team members.