Position Description

Position Title: Manager of Operations
Reports To: Chief Executive Officer (CEO)
Schedule: Full-Time, Monday-Friday 9:00- 5:00 (flexibility required)

About SafeSpot

SafeSpot Children's Advocacy Center of Fairfax County provides a safe environment and support services for child abuse victims and their families as they navigate the investigation and aftermath of abuse. We bring together law enforcement, child protective services, and other vital professionals to minimize the number of times a child must recount their trauma, offering comprehensive services and referrals to support children and their families on their journey toward healing.

General Description

Manager of Operations is responsible for the efficient and effective administration of SafeSpot's daily operations, ensuring the organization has the systems, processes, and administrative support necessary to fulfill its mission. The position oversees administrative staff, human resource functions, operational compliance, financial administration, and government grant reporting. As a member of the leadership team, the Manager of Operations works closely with the CEO to support organizational excellence, accountability, and continuous improvement.

Duties and Responsibilities

Administrative Operations & Staff Management

- Supervise the Office and Program Coordinators, including hiring, training, scheduling, coaching, and performance evaluations.
- Ensure adequate administrative coverage and coordinate shift schedules.

Human Resources Administration

- Administer employee benefits, timesheets, personnel records, and compliance with employment policies and regulations.
- Manage recruitment, hiring, onboarding, background checks, and the performance evaluation process.

Financial Administration

- Review and approve routine invoices, vendor payments, operational expenses, and program-related purchases in accordance with organizational policies.

- Review and approve staff and volunteer expense reimbursements.
- Ensure accurate documentation and adherence to financial controls and procedures.

Grants Administration & Reporting

- Prepare and submit monthly invoices to government grantors, ensuring proper tracking and documentation of expenses and compliance with funding restrictions.
- Prepare and submit quarterly reports to government grantors and accrediting bodies.
- Monitor reporting deadlines, collect program and client outcomes, and maintain documentation to ensure compliance.

Program Evaluation & Data Management

- Prepare monthly, quarterly, and annual operational and programmatic reports for leadership, Board of Directors, and committees.
- Generate data reports to support grant applications, grant reporting, and organizational decision-making.

Board and Committee Support

- Coordinate scheduling and logistics for Board and committee meetings.
- Attend committee meetings, record meeting notes, and track follow-up actions.

Leadership & Organizational Development

- Serve as an active member of the leadership team.
- Promote a culture of collaboration, accountability, and continuous improvement.
- Identify opportunities to improve operational efficiency and organizational effectiveness.

Facilities, Technology, Security & Infrastructure

- Serve as the primary point of contact for technology, phone, and security vendors.
- Coordinate employee technology setup and support, system access, and equipment management.

Legal & Regulatory Compliance

- Coordinate annual business license renewals, charitable solicitation registrations, and property tax documentation.
- Maintain records necessary to satisfy legal, accreditation, insurance, and regulatory standards.

Organizational Responsibilities

- Participate in regular supervision with the CEO.
- Attend regular staff meetings, team meetings, and training as required.
- Work effectively under stressful conditions, while demonstrating discretion and good judgement in handling confidential matters and sensitive information.
- Develop and maintain a professional environment of acceptance, respect and understanding of persons from varied socioeconomic, religious and cultural backgrounds.
- Perform other duties as assigned.

Required Qualifications and Experience

- Bachelor's degree in Business, Nonprofit Management, Public Administration, Human Resources, or a related field preferred.
- Minimum of 3 years of progressively responsible operations, administration, nonprofit management, or human resources experience.
- Minimum of 1 year of supervisory experience.
- Strong organizational skills, attention to detail, and a proven ability to manage multiple priorities, follow through on commitments, and meet deadlines with accuracy and accountability.
- Experience with grant administration, compliance reporting, human resources, and financial administration preferred.
- Experience working in a nonprofit, human services, or child advocacy environment preferred.
- Excellent interpersonal skills and strong spoken and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and Teams), with the ability to create, manage, analyze, and present information accurately and efficiently.
- Must pass nationwide criminal history and child abuse registry background check and fingerprinting.

Compensation and Benefits

This is a full-time position offering a comprehensive benefits package, including medical, dental, and vision insurance; retirement benefits; annual leave; paid holidays; and family leave. The salary range for this position is $70,000 to $74,000 annually, with final compensation determined based on qualifications and relevant experience.

Application Process

To apply please send a cover letter, resume, and references to homalley@safespotfairfax.org no later than Wednesday, November 25, 2026.

SafeSpot provides equal employment opportunities for all applicants for employment and does not discriminate on the basis of race, color, religion, natio

nal origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, place of residence or business, military service, and/or any other basis protected by federal or Virginia law. This policy extends to all aspects of employment opportunity including, but not limited to, hiring, compensation, benefits, promotion, transfer, layoff, termination, retirement, placement, training, and all privileges, terms, and conditions of employment.