

**Position Title:** Operations Manager

**Date:** November 2021

**Job Description**

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When people come together and work toward a common cause, great things can happen. Nevada Cancer Coalition (NCC) is just that—partners working together to improve the health of Nevadans by reducing the burden of cancer.

An essential part of the NCC team that supports this great work is our **Operations Manager**, who serves as the backbone for our financial and office management. We're looking for a team player who is confident with financial bookkeeping, great at communicating (or not, when confidentiality is required), and is equally comfortable focusing in on the details or zooming out to see the big picture.

**ABOUT US:** NCC is a statewide non-profit coalition that is the state's leading resource for comprehensive cancer control. We support healthcare professionals with resources and continuing education, collaborate with partners to develop evidence-based projects and programs, provide outreach for and access to cancer screening and prevention resources, and advocate for policies to improve access to healthcare for all. We are passionate and focused on results, but know how to inject a lot of joy into our workday.

**ABOUT YOU:** The Operations Manager will take on the day-to-day work that keeps NCC humming—from numbers and spreadsheets to people, policies, and printers. They'll conduct the financial management and bookkeeping, including accounts payable and receivable, budgeting, grant funds management and invoicing, preparing financial statements, and coordinating with our CPA firm. The Operations Manager also coordinates with our HR contractor to manage benefits and payroll and works with the executive director to manage hiring and training of new staff members. Other tasks include managing our office systems and contracts, coordinating board meetings, and supporting our development efforts.

The ideal team member will have an overall can-do attitude, be resourceful and creatively solve problems. The ability to work independently and also with a diverse set of members and stakeholders who function at all levels of an organization is important too.

**WHAT WE OFFER:**

- Full-time, salary position at \$58,000/year DOE
- Benefits including medical, dental and vision insurance
- Generous paid time off including volunteer PTO
- A culture that supports early morning runners, lunchtime gym-goers, yoga, office walks and working parents.

More information is online at <https://www.nevadacancercoalition.org/join-our-team>. To apply, submit a cover letter, resume, and 2-3 professional references to Cari Herington at [Cari@NevadaCancerCoalition.org](mailto:Cari@NevadaCancerCoalition.org).