



## **Operations Manager**

**Organization:** Groove With Me, Inc.

**Location:** East Harlem, NYC (in-person)

**Type:** Full-Time

### **About Groove With Me**

Groove With Me is a nonprofit organization providing free dance education and leadership development to girls in East Harlem. For nearly 30 years, we've created a safe, joyful space where girls build confidence, community, and a vision for their future. This role directly supports Groove With Me's ability to provide a safe, consistent, and high-quality space for girls in East Harlem.

### **Position Overview**

The Operations Manager is fundamental to ensuring that Groove With Me's infrastructure functions reliably, efficiently, and in full compliance. This is a highly accountable role that coordinates human resources, technology, facilities, legal and regulatory requirements, and core administrative systems.

From overseeing building operations and vendor relationships to maintaining compliance, supporting HR, and overseeing the donor database, this role is for someone who is both strategic and deeply hands-on.

### **Key Responsibilities**

#### Facility & Tech

- Flag and coordinate the facility's maintenance, repairs, and upkeep
- Coordinate with vendors for cleaning, HVAC, fire alarm, and other building systems
- Ensure that IT functions effectively and efficiently, troubleshoot issues, and coordinate with external IT vendors as needed

#### Donor Database

- Manage and maintain the donor database
- Accounts payable & receivable
- Log all funding streams for the bookkeeper and the database
- Work with the bookkeeper & board finance committee
- Submit for reimbursements from city grants

#### HR

- Benefits
- Payroll
- Vendor timesheets and pay

### Compliance

- Assist the Executive Director with legal and insurance matters
- Assist with city & government compliance on Passport, SFS, grants.gov

### **Who You Are**

- Highly organized with exceptional attention to detail
- Comfortable managing multiple priorities in a dynamic environment
- A strong communicator who can work across teams and with external partners
- Resourceful, adaptable, and solutions-oriented

### **Qualifications**

- 3+ years of experience in operations, administration, or similar roles
- Experience in nonprofit operations a plus
- Familiarity with HR, facilities, or IT management preferred
- Strong project management and organizational skills
- Proficiency in database systems and general office technology

### **Compensation & Benefits**

Salary range: \$65,000 – \$75,000, commensurate with experience. Groove With Me offers a collaborative, mission-driven work environment and opportunities for professional growth.

Health Insurance

Dental

PTO & family leave

How to Apply

Send resume, cover letter, and references to [jobs@groovewithme.org](mailto:jobs@groovewithme.org)