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### Position Description

**TITLE:** RICJ Assistant Director for Operations and Sustainability

**Reports to:** RICJ Executive Director

**Summary:** Manage day-to-day operations of RICJ, including administrative, fiscal and grants functions; and coordinate RICJ's fund development initiatives to help sustain the organization.

RICJ seeks an innovative and experienced Assistant Director for Operations and Sustainability to join our team. Your main responsibility is to support RICJ's Executive Director in ensuring that RICJ's youth, justice, training and other programs have continuing resources and management to operate smoothly and successfully.

This fulltime position requires a thoughtful communicator, adept at addressing issues before they become problems. Your work sets the stage by ensuring that all is running efficiently and that all members of the team have what they need to maximize success (equipment, supplies, recordkeeping and a safe and supportive work environment). Energy, integrity, attention to detail and a desire to foster teamwork are integral to this position.

**Position Responsibilities:** Under the direction of the Executive Director:

- Assist the Executive Director in planning and implementing an overall business strategy and budget. • Secure funding through grant writing, donor contacts and acknowledgements.
- Organize and lead a fund development team of staff, board and volunteers.
- Work with the Executive Director and RICJ staff to plan and implement RICJ's major fundraisers. • Oversee daily operations of the organization.
- Work with RICJ Bookkeeper to monitor and manage expenses and to obtain regular fiscal reports. • Coordinate staffing duties such as recruitment, hiring, benefits, tracking of hours and evaluations. • Coordinate with Payroll Company to ensure salaries and benefits are paid, tracked and reported. • Ensure data needed for grant and fiscal reports are collected; oversee the completion of reports. • Adhere to and encourage compliance with regulations and internal policies.
- Represent the company at special events or programs.
- Build and maintain positive relationships with the community.
- Perform other duties given by the Executive Director to meet the RICJ mission.

### SKILLS/ABILITIES/EXPERIENCE:

- Sincere dedication to the mission of RICJ and the principles and practices of non-profits serving youth.
- Bachelor's degree in a field related to operations management and/or fund development. ● 2 years of experience in Operations Management and Fund Development or similar roles. ● Demonstrated ability to manage personnel, facilities and budgets.
- Demonstrated success rate in grant writing and fund development.
- Knowledge of business regulations and quality standards.
- Well-organized, with ability to manage time and coordinate multiple tasks with limited supervision.
- Ability to work in a team environment and independently.
- Ability to establish and maintain effective relationships with diverse staff, volunteers, youth and community.
- Proficient in MS Office, including Excel and budgeting software such as QuickBooks.
- Bilingual preferred.

Mission: We fight bias, bigotry and racism and promote understanding and mutual respect between all races, cultures and religions.  
United Way Donor # 6268

**SALARY:** Competitive salary. Full time with vacation, sick, holiday leave and health/dental benefits.

Salary range: \$47,840 - \$52,000 per year depending on experience (40 hr work week).

**About Rhode Island for Community and Justice:** Rhode Island for Community & Justice works to transform communities to become more inclusive and just, by empowering youth and adults as leaders making positive change. RICJ's mission is to fight bias, bigotry and racism and promote understanding and mutual respect among all races, religions and cultures, through advocacy, conflict resolution and education.

**TO APPLY: Send cover letter and resume to:** Toby Ayers, PhD, Executive Director at [ricj@ricj.org](mailto:ricj@ricj.org)

*RICJ does not discriminate against any employee or applicant for employment due to race, sex, color, ethnicity, disability, national origin, religion, creed, age, marital status, sexual orientation, gender identity or expression, or veteran status.*