



High-Impact Nonprofit Working at the Intersection of Health and Justice Seeks a Talented Operations Manager

The Health and Reentry Project (HARP), a dynamic and growing cross-sector initiative to improve the lives, health, and safety of people returning to communities after they leave jails and prisons, is hiring a manager to play a key role in managing organizational operations. Established in 2022 by a team of experienced leaders, HARP is committed to building stronger, healthier, and safer communities by advancing stronger health care policies and practices for people who have experienced incarceration.

HARP Operations Manager

Do you have strong operational and budget skills that you want to leverage at a growing, high-impact nonprofit organization focused on advancing the health and wellbeing of people who have experienced incarceration? Would you like to work at the cutting edge of developing and implementing groundbreaking new health and criminal justice policies? If so, then this position might be for you!

HARP is seeking a talented, mission-oriented, and organized operations manager to support HARP's operations, financial management, and project management. This is a full-time position with a base salary range of \$65,000 – 85,000 a year, commensurate with experience. HARP offers a competitive benefits package including medical, dental, vision, 401K, and more.

HARP Operations Manager Job Responsibilities:

The HARP Operations Manager will be a foundational team member providing operational, financial, and project management support to HARP. Specific job functions will include but are not limited to:

Project Management

- Supporting coordination of multiple, simultaneous projects including tracking project plans, communicating with different project partners, and ensuring key milestones are met
- Supporting management of relationships with key stakeholders, partner organizations, and funders
- Executing communication strategies developed by HARP's team to amplify HARP's work, which may include email campaigns, website updates, and social media updates

Financial Management

- Developing and overseeing program and project-specific budgets
- Entering financial data for budget tracking and forecasting
- Partnering with HARP's fiscal sponsor to manage and track invoice processes, both to ensure invoices for payment are submitted and payments to HARP vendors are issued on time

- Supporting grants management functions, which may include tracking grants, submitting grant applications, and meeting reporting requirements
- Assisting with financial oversight and compliance as needed

Operations and Administration

- Providing administrative support for meetings and convenings, including managing HARP's calendar, scheduling meetings, and sending agendas and materials to participants
- Providing occasional logistical support for virtual and in-person gatherings, including arrangement of platforms, space, travel, and meeting details
- Partnering with HARP's fiscal sponsor to develop and execute contracts and onboard new staff, contractors, and project partners
- Supporting the implementation and maintenance of process workflows, process solutions and system implementation

Preferred Qualifications/ Experience

- 3-5 years of experience working in an operations or project management capacity; nonprofit budget and grants management experience strongly preferred
- Strong interest and/or expertise, including lived expertise, in incarceration, criminal justice, and the role health care plays for people who are justice-involved
- Outstanding organizational skills and a track record of working independently on projects while supporting team projects and collaborative work
- Communication experience with a broad range of stakeholders including senior-level professionals, national experts, and justice-impacted people and communities
- Experience with Google suite, Microsoft office, virtual meeting/ sharing platforms (e.g.: Zoom, Teams), and social media (e.g. LinkedIn)

HARP values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of race, color, age, sex, marital status, sexual orientation, gender identity, gender expression, genetic information, credit information, pregnancy or parental status, family responsibilities, personal appearance, creed, military or veteran status, religion, ancestry or national origin, union activities, disability, or other status protected by applicable law. We conduct our work with the understanding that diversity, equity, inclusion, and justice (DEIJ) values are central to our mission, culture, success, and impact.

About the Health and Reentry Project (HARP)

HARP builds bridges across sectors and stakeholders to advance policies and practices that promote continuity of and access to care for people returning to communities from incarceration. First created in 2022 as a partnership between Viaduct Consulting, Waxman Strategies, and the Council on Criminal Justice, HARP is in a period of dynamic growth. HARP is a fiscally sponsored initiative of [Goodnation](#). You can learn more about HARP and our work at [our website](#). HARP currently operates mostly remotely with some U.S. travel for in-person meetings and convenings.

HARP is a small, but growing, team that values team members who:

- Are organized, detail oriented, results-focused and thrive in a work culture that prioritizes growth and learning.
- Can think strategically and creatively and adjust to changing circumstances in a rapidly growing nonprofit.
- Can maintain good humor and a positive attitude while juggling multiple priorities and meeting deadlines.
- Can express ideas clearly and concisely both in writing and orally.
- Are self-motivated and able to work independently on a small team in a remote or hybrid work environment.
- Are committed to creating an inclusive environment that values sharing and learning from diverse perspectives and experiences.

Location:

Remote or hybrid, with most meetings occurring via Zoom during EST business hours

Hours/ Pay:

\$65,000-85,000, commensurate with experience. HARP offers a competitive benefits package including medical, dental, vision, 401K, and more.

Positions Available:

1, open until filled

To Apply:

Apply by sending HARP your contact information, cover letter, and resume in this form: [HARP Operations Manager Application Form](#). HARP will be reviewing applications through January 19th, 2024.

Please reach out to HARP directly at info@healthandreentryproject.org with questions about the position or if you experience any issues submitting your application.