

OPERATIONS MANAGER

JOB DESCRIPTION



ABOUT RIFPC

The Rhode Island Food Policy Council (RIFPC) is an independent statewide network with a mission to promote a more equitable, accessible, economically vibrant, and environmentally sustainable food system. We cultivate partnerships, develop and implement high-impact projects, and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption/access, and waste management. We operate with a collaborative professional staff, over 200 engaged and diverse council members, and hundreds more stakeholders from across the Ocean State. More information about RIFPC can be found at www.rifoodcouncil.org.

RIFPC seeks a full-time **Operations Manager** – the primary objective of this position is to manage day-to-day operations of RIFPC and support the organization's financial and administrative success. The Office Manager will be in regular communication with and support the work of the CFO by processing invoices and payments, developing and maintaining contracts with funders, partners, and vendors, and other organizational recordkeeping. This staff member will approach the role as an opportunity for continuous growth and improvement, and will exhibit professionalism, commitment, curiosity, and care for colleagues and community. This position is full-time (37.5 hours, with some required evening and weekend commitments) and hybrid, with regular remote and in-person engagement throughout Rhode Island.

RESPONSIBILITIES

- Financial Management
 - Communicate and support the CFO with invoicing, including entering incoming invoices in online invoicing system bill.com and preparing and sending outgoing invoices to funders
 - Collect and organize vendor documentation (1099, etc)
 - Process incoming payments and staff expense reimbursements
 - Regularly communicate with the CFO and provide updates to leadership team on the above
 - Ensuring compliance with financial policies when performing duties described
- Grant Management
 - Perform key administrative functions related to incoming grants, including supporting grant tracking and reporting
 - Assist Executive Director in preparation for board meetings as requested
 - Assist Executive Director in staff and consultant recruitment, selection, onboarding, and close-out processes.
- Vendor and Contractor Management
 - Support development of Requests for Proposals (RFPs)

- Support development of contract documents
 - Coordinate digital signatures
 - Support contract amendments/updates, as needed
 - Maintain vendor/contractor files
- Communication
 - Manage shared organizational email accounts
 - Regularly check and respond to postal mail
 - Support updates to the organization's website and listservs (Google Groups)
 - Support development of regular newsletter
 - Update printed and promotional materials
- Meetings
 - Support the Executive Director and other Senior Staff with scheduling, coordination and agenda development for organization-wide and board meetings
 - Note taking as needed
- Human Resources
 - Update employee records in payroll system
 - Support hiring processes including marketing/outreach and management of applicant communications
 - Onboard new employees to payroll, benefits, Google Workspace and other digital platforms
 - Provide and set up hardware for new employees
 - Support other HR tasks, as needed
- Equipment and Supply Management
 - Maintain equipment inventory list
 - Support purchase and disposal of equipment, as needed
 - Order and manage printed materials, event supplies and general office supplies
- Recordkeeping
 - Ensure grant portal information is updated and access and passwords remain updated
 - Ensure state and federal documentation is filed and updated as needed
 - Maintenance of password manager for organizational memberships/subscriptions
 - Support leadership in updating insurance information and filing
 - Maintain, reviewing and improving Google Drive and Basecamp as needed
 - Upload/digitize paper files

REQUIREMENTS

- Highly organized and detail-oriented
- A team player, pleasant to work with
- Able to manage multiple tasks of varying levels of complexity and with varying deadlines
- Excellent time management skills with a proven ability to meet deadlines and multitask

- Proven history of effective work and communication with vendors and contractors with diverse professional and cultural backgrounds
- 3+ years of relevant, progressively responsible experience in administration
- Excellent verbal and written communication skills
- Proficiency in Quickbooks, Microsoft Office Suite and Google Workspace
- Interested in non-profit management and developing deeper understanding of food, health, environment, economy, advocacy or related non-profit work preferred
- Desire to become more deeply involved in RIFPC mission-related work and to take advantage of relevant professional development opportunities preferred
- Bachelor's Degree or equivalent professional education & training preferred

The **Operations Manager** reports directly to the Executive Director. They are expected to attend regular in person events and meetings across the state, and to be based in Rhode Island with a home office location. They work closely with other staff, Council members, partners, and board members.

RIFPC offers a flexible workplace with a collegial environment, the salary range for this position is \$62,000-\$72,000 plus benefits including retirement contributions, a health insurance reimbursement, and generous vacation and paid time off. Please send a cover letter and resume to info@rifoodcouncil.org with the subject line: **Operations Manager**. Applications received before December 5, 2025 will be given preference.

Qualified candidates will be contacted by phone and email. Employment history and/or background check including 3 references are required of final candidates. The RI Food Policy Council is an Equal Opportunity Employer and values the benefits of a diverse organization. We encourage applications from individuals who believe they possess the key competencies and can demonstrate ability to execute the responsibilities, even if they do not have every listed qualification/skill.