

Senior Manager of Administration

[The Golden Triangle Business Improvement District \(BID\)](#) is a dynamic organization that is looking for a Director of Administration to complement its existing team. As a key partner in enhancing the neighborhood and public space from the White House to Dupont Circle and 16th Street NW to 21st Street NW, the Golden Triangle BID works to enrich the neighborhood through its cleaning program, public space improvements, economic development initiatives, promotions, and outdoor events.

Founded in 1997, the Golden Triangle neighborhood is made up of more than 34 million square feet of commercial office space, thousands of businesses, 11 hotels, and 6 U.S. National Parks. The vision of the Golden Triangle BID is to maintain a vibrant downtown that encourages reinvestment in the neighborhood, and keeps visitors and stakeholders engaged and returning to enjoy everything the Golden Triangle has to offer.

The Position

The Senior Manager of Administration, reporting to the Vice President for Finance and Administration, will support the BID's business operations in the areas of administration, procurement, finances and human resources. They will assist the Vice President for Finance and Administration with the day-to-day administration of the organization, including developing and maintaining standard operating procedures; assisting with the RFP, grants, and contracts administration processes; and creating more efficient recordkeeping systems and business protocols. They will also be responsible for compliance and regulatory reporting and insurance. The position's function is to create and support the orderly and efficient operation of the organization's internal functions, ensuring a productive work environment for all BID staff. Responsible stewardship of the BID's funds and reputation is a vital part of this position.

Primary Duties and Responsibilities

Business Operations and Procurement

- Business Operations
 - Assist the Vice President of Finance and Administration in assessing, standardizing, and adopting new organization-wide policies, procedures, operation and communication protocols that streamline processes, reduce redundancy, and increase staff productivity.
 - Oversee insurance policies and relationships with insurance brokers.
 - Work with the IT Manager to ensure technology systems, software, and CRM are cost-efficient, well-integrated, secure, and enable productivity.
 - Manage relationships with vendors and building management, including negotiating terms for basic supply/service contracts.
 - Staff support to the BID's charitable entity (501(c)(3)).
 - Institute and maintain protocols for grant documentation.
- Procurement
 - Support Program Directors in procurement process as needed
 - Manage and maintain calendaring of progress points and deadlines.
 - Schedule and attend final interviews and maintain documentation.
 - Establish electronic file structures and procedures to comply with procurement process and reporting requirements.

Bookkeeping Support

- Prepare BID tax billing for semi-annual submission to the Office of Tax and Revenue; reconcile receipt of payments on an on-going basis; act as BID tax point of contact with property owners, managers, and others.

- Ensure accuracy of invoices
- Assist with annual audit

Human Resources Administration

- Assist the Vice President for Finance and Administration with HR Management systems and policies, including recruitment, participation in interview and selection processes, onboarding, and staff retention.
- Manage employee benefit and retirement plans including enrollments and claims, responding to questions, and liaising with vendors.
- Manage employee leave accruals and act as timekeeper for any hourly employees/contractors as needed.
- Respond to compliance and regulatory information requirements such as workers compensation and unemployment claims.
- Maintain and keep current complete personnel records on all employees; research and implement transition to electronic human resources records and functions.
- Develop and update standard operating procedures as needed, including Employee Manual.
- With the President and the Vice President for Finance and Administration, ensure organizational culture and employee relations are values-aligned. Embed an equity lens in all aspects of operations.

Other duties including events support and meetings as needed.

Qualifications

- Bachelor's degree
- 8+ years of related experience
- Must be detail-oriented, highly organized, with demonstrated track record of accuracy.
- Must be flexible and work well under pressure while handling multiple priorities.
- Must possess clear written and verbal communication skills.
- High level of discretion and respect for confidentiality required.
- Understanding the intricacies of 501(c)3's and 501(c)6's preferred.
- Proficiency in Microsoft Office Suite.

Compensation:

We offer a competitive salary of \$100,000-\$110,000, based on qualifications and experience as well as a comprehensive benefits package.

Application Process

Send a cover letter detailing your fit with the position's requirements and your chronological resume to careers@p3hired.com. Please note "Golden Triangle Senior Manager of Administration" in subject line.

Golden Triangle Business Improvement District provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.