

# United States Jobs Expertini®

## Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University

[Apply Now](#)

Company: Georgetown University in Qatar

Location: Washington

Category: other-general

Located in a historic neighborhood in the nation's capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

### Requirements

## Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University

### Job Overview

The **Beeck Center for Social Impact + Innovation** is looking for a process-oriented, yet adaptive candidate to fill the open **Director of Operations + Finance** opportunity.

The **Director of Operations + Finance** for the Beeck Center is an integral role for the day-to-day functions and future planning of the organization. With training and oversight from the Managing Director, the Director of Operations + Finance will be responsible for the planning and execution of operations functions including procurement, contracts, people operations, and finances as well as serving in a leadership role within the Beeck Center management team.

A successful candidate will be detail-oriented and thrive in a collaborative environment.

This position will require the ability to navigate competing priorities, engage various stakeholders, serve as a central node for the Center's team, and synthesize complex information into streamlined communications. This is a great opportunity for candidates

interested not only in financial management, but also playing a leadership role in our growing operations and fostering an inclusive culture.

Before submitting your application to Georgetown University, visit our to learn more about the recruiting process, timeline and supplemental application requirements.

### **Work Interactions and Work Mode Designation**

The **Director of Operations + Finance** will report to the Managing Director. The Director will work collaboratively across the organization, particularly with the Center leadership team, to bring a strong operational perspective to organizational and programmatic initiatives. The Director will also work in close partnership with the Operations Manager on priority people operations initiatives.

A successful candidate will also build relationships with other centers and contacts inside and outside of Georgetown University, sharing resources and leading practices.

This position has been designated **Hybrid**. The Director of Operations + Finance is expected to work in-person at our offices in Washington, D.C. 2-3 days per week. This position is thus only open to those currently located in the DC area, or willing to relocate here.

The Beeck Center operates as a distributed team, with some team members working remotely and others working in-person in our Washington, DC offices. A distributed team means there will be heavy reliance on asynchronous communication channels such as Slack, Asana, and Gmail while also having many meetings fully virtual or hybrid to include remote employees, using Zoom.

The Beeck Center has two office spaces in Washington, D.C.: one on Georgetown University's Main Campus and a second downtown on Georgetown's Capitol Campus. We prioritize spending time in person with our student analysts for collaboration and career development as well as building relations across the various other centers on campus.

Remote employees will have the opportunity to and are expected to travel up to 10% for team retreats, conferences and in-person work weeks.

### **Responsibilities**

Create overall Beeck Center budget, factoring in various funding sources, personnel, rates and time horizons

Utilize historical spend analysis to forecast our future outlays for each program area, key events, and the overall budget of the Center

Be a thought partner in bringing a strong finance and operations perspective to all of our program management and the leadership team

Develop plans and models in support of Center's financial sustainability planning

Prepare, maintain and reconcile financial reporting and operating budgets for ongoing management use and for semi-annual presentation to the Advisory Board

Develop budgets for grant proposals and help manage financial compliance with grant requirements

Collaborate with project leaders on budget development and provide tools and training for staff members

Oversee the evaluation, adoption and implementation of digital platforms that allow the Beeck Center to operate as a distributed team

Research trends and best practices for operating as a distributed and hybrid team

Serve as point of contact for all in-person office operations issues, delegating to other team members as relevant

Support coordination of Beeck Center retreats and "work weeks" bringing the full team together in-person for work activities and social engagement

Partner with Center leadership to share announcements and key priorities

Support the implementation of the Beeck Center's equity roadmap and ongoing improvements to people operations, centered on DEIB values

Work collaboratively with Operations Manager to support the Beeck Center team on the full lifecycle of employment from recruitment, retention efforts and onboarding/offboarding

Support administrative set up and approval for all Beeck Center positions, including advising on hiring processes, job descriptions, designations, compensation and hiring mechanism

Facilitate annual performance management process (via GU protocols) and professional development planning

Manage all procurement and purchasing of goods and services

Collaboratively work with Programs teams to develop Requests for Proposal and source proposals from vendors

Draft contract agreements and supporting documentation as required by Georgetown policy

Ensure compliance and process with Georgetown University policy and approval processes

Coordinate payment process with vendors and subgrantees

### **Requirements and Qualifications**

Bachelor's degree in economics, finance or accounting or related subject

8+ years of experience in relevant operational or financial experience

Commitment to advancing diversity, equity, inclusion, and belonging (DEIB)

Patience, diligence and resourcefulness in navigating complex bureaucratic processes

Demonstrated experience in financial management and reporting, including budgeting and forecasting.

Familiarity running procurement and contracting processes

Adept at working in collaboration, managing stakeholder relationships and organizing complex information

Experience in human resources management, including recruiting, hiring, onboarding and performance management

Proficiency in Google Suite products, project management and collaborative platforms; and a quick learning curve to adapt to new programs - , Asana, Slack, Google docs, Airtable

Ability to manage - and to be both organized and flexible - in a complex, multi-faced environment that requires continuous monitoring of priorities

Exceptional communications skills, to include maintenance of confidentiality

### **Preferred qualification**

Experience working with Georgetown University business processes and Georgetown

## Management System

### **Sponsored Project Management**

As the designated **Director of Operations + Finance** is responsible for financial management of the sponsored project to ensure compliance with sponsor's requirements and University's policies and procedures. Within 30 days after the close of the month (generally the 8th business day after the end of the month), the duties to be performed by the employee include, but not limited to:

Review and reconcile expenses on the Center Status Reports to ensure that the expenses are a) allowable by the sponsor for the project, b) allocable to the project, c) reasonable and necessary, d) supported by required documents, and e) within the budgeted amounts;

Review salary distributions to ensure that they reasonably reflect employees' level of effort on project. Review associated fringe benefits for accuracy;

Review the commitments of key personnel, to ensure the costs reasonably reflect the level of effort committed to the sponsors as part of proposal and notify OSP/OSR of significant variances;

Review the calculation of indirect cost recovery to ensure accuracy;

Process all corrections and adjustments within 90 days of when the charge initially posts to the financial system (posted date for non-payroll and pay period end date for payroll transactions) and ensure corrections and adjustments are reviewed and approved according to the signature authority policy and supported by appropriate documents;

Complete the Financial Status Report (FSR) worksheets timely and accurately; and

Ensure that payments to subrecipients are reviewed and processed in a timely manner.

### **Employment Term and Benefits**

The **Director of Operations + Finance** is a full-time, two-year opportunity. Visit the Office of Faculty and Staff Benefits .

The expected pay range for this position is \$66,783 - \$140,000 per year.

Georgetown University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as, but not limited to, the scope and responsibilities

of the position, the qualifications of the selected candidate, departmental budget availability, internal equity and external market pay for comparable jobs.

### **Current Georgetown Employees:**

If you currently work at Georgetown University, please exit this website and login to GMS () using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

### **Submission Guidelines:**

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a resume for each position of interest for which you believe you are qualified. Documents are not kept on file for future positions.

### **Need Assistance:**

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works .

### **EEO Statement:**

Georgetown University is an fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic

### **Benefits:**

Georgetown University offers a comprehensive and competitive benefit package that includes medical, dental, vision, disability and life insurance, retirement savings, tuition assistance, work-life balance benefits, employee discounts and an array of voluntary insurance options. You can learn more about benefits and eligibility on the .

[Apply Now](#)

### **Cross References and Citations:**

1. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [GulfjobscentralJobs Washington Gulfjobscentral](#) ↗
2. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Gigajob Jobs Washington Gigajob](#) ↗
3. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Luxuryjobs Jobs Washington Luxuryjobs](#) ↗
4. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [GraduatejobsnearmeJobs Washington Graduatejobsnearme](#) ↗
5. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Veteranjobs Jobs Washington Veteranjobs](#) ↗
6. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Hondurasjobs Jobs Washington Hondurasjobs](#) ↗
7. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Riyadhjobs Jobs Washington Riyadhjobs](#) ↗
8. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Kazakhstanjobs Jobs Washington Kazakhstanjobs](#) ↗
9. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Irelandjobs Jobs Washington Irelandjobs](#) ↗
10. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [PortugaljobsJobs Washington Portugaljobs](#) ↗
11. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [DublinjobsJobs Washington Dublinjobs](#) ↗
12. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Searcheruropeanjobs Jobs Washington Searcheruropeanjobs](#) ↗
13. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [GhanajobsJobs Washington Ghanajobs](#) ↗
14. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Amsterdamjobs Jobs Washington Amsterdamjobs](#) ↗
15. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [Industryjobsearch Jobs Washington Industryjobsearch](#) ↗
16. Director of Operations + Finance - Beeck Center for Social Impact + Innovation - Georgetown University [ProtectiveservicejobsJobs Washington Protectiveservicejobs](#) ↗
17. Director of Operations + Finance - Beeck Center for Social Impact + Innovation -

**Georgetown University Angularjobs Jobs Washington Angularjobs ↗**

**18. Director of Operations + Finance - Beeck Center for Social Impact + Innovation -**

**Georgetown University ExecutivejobsnearmeJobs Washington Executivejobsnearme ↗**

**19. Director of operations + finance - beeck center for social impact + innovation -**

**georgetown university Jobs Washington ↗**

**20. AMP Version of Director of operations + finance - beeck center for social impact +**

**innovation - georgetown university ↗**

**21. Director of operations + finance - beeck center for social impact + innovation -**

**georgetown university Washington Jobs ↗**

**22. Director of operations + finance - beeck center for social impact + innovation -**

**georgetown university JobsWashington ↗**

**23. Director of operations + finance - beeck center for social impact + innovation -**

**georgetown university Job Search ↗**

**24. Director of operations + finance - beeck center for social impact + innovation -**

**georgetown university Search ↗**

**25. Director of operations + finance - beeck center for social impact + innovation -**

**georgetown university Find Jobs ↗**

Source:<https://us.expertini.com/jobs/job/director-of-operations-finance-beeck-center-fo-washington-georgetown-universit-022c44a9d9/>

Generated on: 2024-05-04 by Expertini.Com