



## **Manager, Operations**

### **Summary**

The Copyright Alliance is a public policy advocacy and educational organization that represents the copyright interests of individual creators, businesses, and organizations across the spectrum of copyright industries. The Manager, Operations is responsible for the management of business operations, office management, day-to-day finances, and human resources. The Manager, Operations will work directly under the CEO and collaboratively with other Copyright Alliance staff.

### **Duties**

- **Business Operations & Organizational Membership Management**
  - Invoice organizational members for annual membership dues; track, collect, and deposit payments.
  - Serve as membership point of contact for business or membership matters.
  - Maintain databases of organizational member contact information and various Working Groups, Committees, and other databases.
- **Finances**
  - Process prompt payment on all bills to outside vendors and expense reports.
  - Work closely with outside accountants, including completing monthly transaction coding, reviewing monthly financials, and providing details for preparation of annual tax returns and other periodic filings.
  - Assist CEO with annual budgeting and monitoring of finances.
- **Human Resources & Office Management**
  - Coordinate with payroll vendor on payroll processing and PTO tracking.
  - Handle recruiting, interview, hiring, and onboarding process.
  - Recruit legal internship and legal fellow candidates in coordination with law schools.
  - Administer employee benefits, including health and dental insurance and retirement plans.
  - Liaise with office building management on facilities needs and logistics.
  - Maintain office supply levels and organization.
  - Manage office IT needs and support, distribute employee equipment and software licenses.
- **Meeting Coordination**
  - Coordinate all membership meetings and Board meetings, including collecting RSVPs, room setup, Zoom management, and catering.
- **Support special projects as needed.**

### **Qualifications**

- Minimum 1-3 years of experience in an administrative support role, preferably at a non-profit.
- Bachelor's degree.
- Impeccable organization skills and attention to detail.

- Ability to multi-task, work under pressure, and meet multiple deadlines within specific timeframes, while maintaining the highest level of accuracy and discretion.
- Strong interpersonal and communication skills.
- Ability to interact professionally, both in writing and verbally, with a diverse group of internal and external stakeholders.
- Advanced proficiency in Microsoft Office suite, particularly Outlook, Word, and Excel.
- Experience with Bill.com, Constant Contact, and/or Sage Intacct preferred.
- Demonstrated interest in copyright and creative industries a plus.

**Application Instructions**

- Please send a cover letter and résumé to [jobs@copyrightalliance.org](mailto:jobs@copyrightalliance.org).

*As the unified voice of the copyright community, the Copyright Alliance is committed to working to increase diversity, equity, and inclusion within the copyright field to support the diverse array of individual creators and organizations across the United States that rely on copyright to protect their creations. We strongly encourage applications from individuals who identify as a part of groups underrepresented in the copyright field, such as those identifying as Black, Indigenous, or people of color, LGBTQ+, people with disabilities, or women.*