



Job Title: Senior Director of Operations and Human Resources

Status: Full-time, salary, Exempt; Hybrid role (typically 2 days in office, 3 days remote; May require additional days in office based on needs of the organization)

Supervisory Duties: Accountant, Operations / Admin Assistant, Contract Vendors

Vendor Management / Liaison: Professional Employer Organization (PEO), IT vendor

Reports To: Executive Director

About The Blue Bench

The Blue Bench is a community of survivors, allies, and advocates working to prevent sexual violence and build a safe and supportive metro Denver. We work collaboratively to provide accessible, survivor-centered support services and empowering education.

Our hope is to one day live in a world where sexual assault no longer exists; where there are no more victims, friends and families suffering in its wake. Inspired by the courage of one another – as survivors, activists, advocates and community leaders, The Blue Bench has helped hundreds of thousands of survivors.

The Blue Bench organization supports and collaborates with an internally-represented union, The Alliance of Anti-Violence Advocates (A3) – The Blue Bench Workers United.

Position Summary: The Blue Bench seeks a collaborative, data-driven leader to serve as the organization's Senior Director of Operations and Human Resources (HR). This role manages and oversees operations, HR, IT, Facilities, and Risk Management, and supervises accounting and financial duties in collaboration with Executive Director.

The ideal candidate combines nonprofit operations expertise with strong analytical and communication skills, to support the efficient and effective internal workings of the organization and its people. The ideal candidate commits to supporting The Blue Bench's social justice mission.

Duties and Responsibilities:

Operations Management

- Oversee facility operations and manage contract IT support services
- Maintain protected data storage and utilize accurate data for decision-making
- Maintain hardware/software inventory, licenses, and recommend technology upgrades
- Ensure compliance with HIPAA, CBI, and other technology regulations
- Manage vendor relationships and contract compliance
- Coordinate with landlord on facility safety, access, and lease requirements
- Lead execution of strategic plan in partnership with Executive Director and Board

Human Resources Management

- Serve as liaison between employees and Professional Employer Organization (PEO)



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- Keep abreast of current employment laws and implement appropriate policies
- Maintain secure personnel files and manage new hire documentation for staff and contractors
- Conduct background screening for new hires, contractors, and interns
- Oversee workers' compensation claims, documentation, and annual audits
- Manage health, dental, life, and disability insurance enrollment, renewals, and COBRA administration
- Handle employment verification inquiries and unemployment claims
- Monitor timesheets, PTO accruals, and maintain employee licensing/certification documentation
- Update Employee Handbook and employment law postings for legal compliance
- Create updated Performance Evaluation process and monitor fidelity implementation

Financial Management

- Collaborate with Executive Director, Accountant, and Finance Committee on budget creation and management
- Review and approve payroll while managing operational and HR-related budgets
- Support accounting functions through digital invoice organization and records maintenance
- Assist in developing financial policies and procedures
- Participate in fundraising events

Grants Management

- Oversee government grant files, documentation, and compliance
- Coordinate with grant lead to ensure grant objectives are met, and the data reported are accurate
- Support grant financial modifications and provide organizational financial attachments for submissions
- Lead federal bi-annual VOCA and DVP grant reviews and monitor grant allocations

Compliance and Risk Management

- Serve as primary contact for operational questions and concerns
- Review and maintain agency leases, contracts, and insurance policies
- Maintain federal 501(c)(3) records and Colorado Secretary of State registrations
- Update and maintain agency licenses, memberships, policies, and procedures
- Keep agency operations manual current and maintain organized filing systems



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- Attend staff, leadership, and Board meetings; Present operational updates to Board of Directors
- Supervise Operations/Administrative Assistant for Board meeting support and documentation
- Maintain awareness of OSHA and safety guidelines; Implement relevant policies and procedures

Job Qualifications, Knowledge, Skills, and Abilities:

- Bachelor's Degree in Business Administration or related field or equivalent professional experience in operations, HR, accounting, grants management
- Commitment to social justice and the mission of The Blue Bench
- Five years of experience in related fields
 - ✓ Nonprofit operations, human resources, accounting
 - ✓ P & L and Budget management
 - ✓ Knowledge of audit requirements, documentation and preparation
 - ✓ Grant management and financial reporting
 - ✓ Data collection and analysis skills
- Excellent Communication Skills
 - ✓ Written, verbal, and presentation skills
 - ✓ Computer savvy with both hardware & software; Experience with Microsoft Office Suite including Sharepoint and Teams
 - ✓ Detail oriented, organized, and responsive
 - ✓ Maintain accurate financial and personnel files
- Reliable and Dependable
 - ✓ Must meet strictly defined time frames and deadlines
 - ✓ Ability to handle demands of daily workload management
- Multi-Task Abilities
 - ✓ Able to manage numerous tasks efficiently and responsibly
 - ✓ Solid follow through on projects
- Problem Solver
 - ✓ Ability to provide informed, diplomatic, and thoughtful solutions to daily problems
 - ✓ Provide conflict resolution
 - ✓ Maintain ethical communication
 - ✓ Lead with values of Integrity, transparency, and accountability
 - ✓ Emotional Intelligence; Understanding and managing role power with clear communication, self-accountability, and good judgement in decision-making

Compensation

This is a full-time, exempt position, with a salary range of \$85,000 - \$95,000. Salary is negotiable based on experience and qualifications.

Benefits

The Blue Bench offers a comprehensive benefit package including \$300 employer contribution towards fully-funded medical plans, paid base dental, paid life insurance and long-term disability, as well as vision, short-term, and supplemental coverage options. We also offer



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generous paid vacation and sick/wellness time, and paid holiday leave that includes an end of year break between Christmas and New Year's.

Our Commitment to Equity & Inclusion

The Blue Bench is an equal opportunity employer dedicated to a policy of non-discrimination and equal opportunity for all employees and applicants. We strongly encourage people with disabilities, people of color, indigenous people, and LGBTQ+ candidates to apply.

How to Apply

Interested candidates should send a resume, cover letter and other supporting materials to jobs@thebluebench.org. Please include in the subject line "Sr. Director Operations / HR position." Priority deadline to apply: August 8, 2025