

New Employment Opportunities

Operations Manager, Massachusetts Organization for Addiction Recovery

Location Boston, Mass.

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Job Summary

The Massachusetts Organization for Addiction Recovery(MOAR) Operations Manager works with and for the Executive Director to oversee the organization's operations. Responsibilities include the development of the annual budgets and the ongoing monitoring of all of the programs income and expenditures, staff supervision, and other activities as needed. The Operations Manager is expected to uphold the association's mission and values throughout all activities.

MOAR Values: Faces and Voices of Recovery - Visible, Vocal, Valuable

Essential Job Functions

- Responsible for overall day to day operations
- Ensure compliance with all funders' requirements, including regular reporting
- Provide staff supervision to three Regional Coordinators
- Assist in the development and implementation of the strategic planning process
- Coordinate the development and implementation of a comprehensive branding plan
- Ensure a climate of cultural humility and that MOAR values are widely understood and lived
- Develop a program evaluation process for continuous quality improvement
- Monitor the development and coordination of all projects
- Responsible for clear and effective communication with staff, partners, and members
- Other duties as assigned

Qualifications

- Bachelor's degree with a major in Human Services or related degree and three years of experience in nonprofit management or a minimum of six years of non profit management experience

- Demonstrated progressive (forward-thinking, innovative) management history in a non-profit
- Program evaluation experience
- Marketing and communications experience
- Supervisory or management role in addiction recovery support services
- Computer skills : Microsoft Office software (Word, Excel, Access, PowerPoint, Publisher)
- Demonstrated verbal and written communication skills inclusive of social media
- Experience in building relationships with culturally diverse populations

Additional Qualifications

- Lived experience in personal recovery with a minimum of two years preferred
- Valid driver's license; the ability to travel periodically throughout the region
- Ability to work occasional nights and weekends
- Bi-lingual ability is a plus (Spanish preferred)
- Research experience is also a plus

Massachusetts Organization for Addiction Recovery has a work environment that promotes diversity, embraces change, and provides leadership opportunities to every team member.

So if you are looking to make a move and are a highly motivated professional who welcomes new challenges, take a look at MOAR.

We have your next GREAT OPPORTUNITY!

[Apply Online Now](#)

We also accept applications by mail or fax. Apply by mail to:

Third Sector New England
Attn: Employment Manager
NonProfit Center

89 South Street
Boston, MA 02111

Or send by fax to: 617.523.2070

As an EOE/AA employer, TSNE and MOAR will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification, veteran or disability status.

Thank you,
Maryanne Frangules