



Disability Law United

Manager of Administration and Operations

Disability Law United (DLU) is seeking a Manager of Administration and Operations. This is a full-time, exempt position that is fully remote, with a preference for applicants based in Denver, Colorado.

About Us

We are a national legal nonprofit organization that fights for liberation and equity through the lens of intersectional disability justice. Our work is informed by grassroots movements for systemic change. The focus of our work centers on the concerns and goals of people with disabilities who experience barriers and discrimination when attempting to access programs and services. We recognize the need to go beyond enforcement of civil rights laws and to use an intersectional approach to understand how different systems of oppression affect our clients and communities.

Position Description

The Manager of Administration and Operations (MAO) will oversee and coordinate the administrative, financial, and operational aspects of DLU to ensure that things can run smoothly and efficiently. This role influences strategy, policy, compliance, and more across all programs and departments. The MAO should be a self-directed person who is flexible and adaptable, enjoys collaborating, and takes ownership of projects.

The MAO is supervised by the Executive Director and serves on the Executive Team with the Executive Director, Legal Director, and Director of Development and Communications.

Responsibilities

This role includes the below areas of responsibility and job duties:

General

- Manage the annual Operations calendar and ensure deadlines are met
- Watch for processes that are not working well and research alternatives
- Process incoming mail via a virtual mailbox service; prepare outgoing mail
- Manage external contractors including the Bookkeeper, IT support, and compliance partners
- Assist with planning and coordination of biannual legal education events and staff and board retreats

- Support the Executive Director in scheduling Board meetings; attend Board meetings to take draft minutes in collaboration with the Secretary
- Field staff inquiries and provide administrative support to all staff as needed

Human Resources & Policy

- Liaise with the Professional Employer Organization (PEO) to coordinate payroll and benefits and ensure HR compliance
- Work with the Bookkeeper to administer payroll and track leave balances
- Ensure that policy updates recommended by the PEO are rolled out to staff, and that compliance concerns are brought to the PEO for guidance
- Maintain personnel files
- Lead recruiting, onboarding and offboarding of staff, fellows, and interns, in collaboration with the Legal Director
- Maintain personnel files
- Draft policy updates at the direction of the Executive Director

Information Technology

- Manage the relationship with the IT support provider including maintaining licenses, provisioning hardware, assigning permissions, and assigning priority to the pipeline of IT support requests as needed
- Manage the IT environment including hardware, software, contracts for web-based tools, and updates of DLU's website in collaboration with the Director of Development & Communications
- Manage backup and cybersecurity strategy in partnership with IT provider
- Ensure the secure, confidential management of physical and electronic data, including following a record retention policy and managing files and archives

Finance and Accounting

- Serve as signatory and authorized party on all financial accounts and update authorized parties on accounts as needed
- Collaborate with the Bookkeeper to ensure accounting practices follow generally accepted accounting principles and DLU finance policy
- Support the Executive Director in drafting and updating the annual budget
- Track spending toward restricted grants and prepare financial information for grant reports and applications
- Oversee accounts receivable and payable in collaboration with Bookkeeper
- Coordinate annual audit and 990 with external auditor and Bookkeeper
- Assist Legal Director with preparing attorney's fees and costs records at the conclusion of cases

Compliance & Risk Mitigation

- Coordinate annual insurance renewals for malpractice and business coverage

- Draft and submit tax and government filings with the approval of the Executive Director
- Work with external partner on annual charitable registration renewals
- Maintain general knowledge of compliance updates for nonprofits

Requirements

The successful applicant will:

- Have at least 5 years of experience in nonprofit administration or operations, preferably in a legal setting, and preferably in a leadership capacity
- Be familiar with Quickbooks including pulling reports and printing checks
- Have experience with nonprofit finance, budgeting, and audits
- Be a strategic thinker and natural problem solver with the ability to prioritize and track multiple projects at once
- Prioritize accuracy, confidentiality, and stewardship
- See the administrative role as essential to the successful program work of DLU
- Be committed to intersectional liberation and curious about creative ways to put this into practice within DLU, including with empathy, humility, community care, and openness to continual learning and improving

Salary & Benefits:

The salary for this position is in the range of \$87,318 - \$92,688 depending on experience and location/cost of living, commensurate with DLU's internal salary scale.

Benefits include a retirement plan to which DLU contributes; medical, dental and vision insurance; a health care flex spending account; employer-paid life insurance; voluntary disability, accident, and critical illness insurance; and the option for a Health Reimbursement Arrangement (HRA) in lieu of group coverage. Additional benefits include an Adoption Assistance Program; Employee Assistance Program (EAP); and a Caregiver Support Program. DLU prioritizes staff wellbeing and quality of life and continues to look for ways to support staff through flexibility in our policies. For example, in addition to offering up to three weeks of Vacation Leave per year, we offer extra time off during the summer and are closed during the week between Christmas and New Year's Day. Each benefit is subject to eligibility requirements as specified in plan documents and DLU reserves the right to modify the benefits it offers from time to time.

How to Apply

Please submit to resumes@dlunited.org a resume and cover letter. Write "MAO (YOUR LAST NAME)" in the subject line.

We are accepting applications until September 1, 2025, or until the position is filled.

DLU is an equal opportunity employer that values a diverse workforce and promotes an inclusive culture. DLU does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin,

marital status, citizenship, disability, or veteran status. Applicants with marginalized identities are encouraged to apply.