

# TRADEFUTURES

**Job Title: Operations and Administration Manager**

**Location:** Washington, D.C.

**Reports To:** Executive Director

**Salary Range:** The salary for this position ranges between \$75,000 - \$90,000. The role also includes excellent benefits, and eligibility for a defined benefit pension plan.

**About TradesFutures:** TradesFutures is the only national nonprofit organization exclusively dedicated to increasing access to high-quality union construction careers through our network of 275+ Apprenticeship Readiness Programs. We partner closely with workforce organizations, community-based partners and building trades councils to implement the Multi-Core Craft Curriculum (MC3), strengthen local program quality, and expand pathways to Registered Apprenticeship opportunities in the unionized construction industry.

**Position Summary:** TradesFutures is seeking an experienced **Operations and Administration Manager** to manage the organization's internal processes, financial and administration operations, compliance, and provide human resources support. This role is central to ensuring that TradesFutures runs smoothly, responsibly, and in compliance with nonprofit regulations while supporting staff to do their best work.

This is an ideal role for a highly organized nonprofit operations professional who thrives in a dynamic, collaborative environment, enjoys building systems, strengthening internal culture, and translating strategy into strong day-to-day operations.

## **Key Responsibilities:**

### **Financial Management & Budgeting**

- Manage development of organizational, program, and conference budgets, including the annual budgeting process in partnership with senior leadership.
- Monitor financial performance and prepare reports for leadership.
- Prepare grant-specific invoices, and track and follow-up on employer contributions and other receivables.
- Manage staff timesheets and payroll coordination.

### **Compliance & Governance**

- Support organizational policy development and updates.
- Maintain records for board governance and compliance.
- Ensure compliance with federal and state nonprofit regulations.
- Manage multi-state nonprofit registrations and renewals.

- Support and/or manage preparation and filing of IRS Form 990, tax documents, and audits with external accountants.

## **Contracts, Vendors & Systems**

- Manage contracts with technology vendors, consultants, and service providers.
- Evaluate and improve operational systems and workflows.
- Ensure cost-effective procurement and vendor management.

## **Grants & Development**

- Participate in the development of grant proposals, budgets, and reporting. Specific experience in grant budgets and organizations dependent on grant funds is required.
- Develop and implement grant management and invoicing processes.

## **Human Resources & Internal Operations**

- Support organization-wide recruiting, hiring, and onboarding processes.
- Plan staff retreats or internal events.
- Partner with leadership to develop performance management and performance review cycles.
- Maintain HR systems, benefits administration coordination, and personnel files.
- Support a positive, equitable, and mission-aligned organizational culture.

## **Qualifications and Attributes**

- 5–8+ years of experience in nonprofit operations, finance, or administration, including developing appropriate processes and systems.
- Demonstrated experience managing budgets and financial systems.
- Knowledge of nonprofit compliance, audits, and IRS filings.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities in a growing organization.
- Excellent communication skills and judgment.
- Experience with grant management, preferably federal or Department of Labor funding.
- Experience working with fiscal agents and sharing capacity across organizations is preferred but not required.
- Background in workforce development, education, or labor-related non-profits is preferred but not required.
- Commitment to TradesFutures' mission and equity-focused workforce development.

*To apply, please forward a cover letter and a resume to [info@tradesfutures.org](mailto:info@tradesfutures.org) with the subject line “Application: 2026 Operations and Administration Manager”.*