

# BSBC Operations Manager

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## The Short Version

**The Operations Manager maintains the behind-the-scenes magic of BSBC to keep our facility open, supported, and up to speed.** You'll manage "the books" (the money!), manage systems for donations and payment processing, and make sure we're up to date with the crucial stuff, like taxes, insurance, and bills.

## What Makes This Moment (and Hiring Process) Special

You're about to dive into a people-powered process at a people-powered organization.

Since our founding in 2015, the Bradley Street Bicycle Co-op (BSBC) has been the heart of D.I.Y. bike culture and community in New Haven. On any day, you'll see dozens of volunteers rolling up their sleeves to learn bike repair skills to help get bikes in shape for donating or selling back to the public (and then hanging out and eating cookies after). You'll meet community leaders using the space to host climate action meetings or get involved in bike advocacy. You'll see big group rides gathering to enjoy biking around New Haven and beyond. It's a pretty great place.

And now we're in the midst of our first hiring process as our founder transitions out of his Executive Director role (😊) by Fall 2022. This has sparked an exciting moment in our history: dozens of volunteers have stepped up as visionary, strategic partners to shape the future of BSBC. This hiring process is the result of their work.

Here are a few things you should note:

- + **This is not a description for just one job, but the types of work our community needs done to thrive.** If you find yourself interested in more than one role—maybe you love working on bikes *and* leading volunteer communities—you should say so! [Check out the other descriptions here.](#) We are open to a variety of ideal candidates. In your response, make clear the types of work you'd want to do in this position.
- + **All paid staff will work collaboratively with volunteers.** You'll be seen as a steward of the dreams of our greater community, not a lone actor in a traditional hierarchy. You'll be a facilitator, not a "boss."

## Time & Pay

- + Very part-time; 2-5 hours per week
- + \$20/hr

- + You can do some of this work remotely, but it would be preferred and encouraged if you could spend some time in the coop getting to know other staff and volunteers

## Your day-to-day would include

- + **Managing the financial universe of BSBC.** This includes paying bills (e.g. rent, electricity, heat), taking care of payroll, managing cash flow, working with Shop Manager and Programs Manager to develop and manage budgets, managing and proposing future budgets, and keeping detailed track of finances for tax and transparency purposes.
- + **Establishing systems for payment processing and donations.** You'll help refine the systems we use to receive membership donations and day passes from a strategic perspective (but bonus points if you're handy with tech! We currently use Square and Quickbooks).
- + **Creating transparency around the co-op finances.** You'll act as a major point person for questions around resources, fundraising, and budget.

## About You

- + **You're a fiscal realist...and a little scrappy, too.** You're not afraid to get real about finances (you should be ready to turn down a suggestion to buy the co-op a pizza oven if it's not in budget 🍕) but you can get imaginative with a limited budget. While we want to maintain a near-pessimistic realism about our finances, we also want an open culture around supporting small projects around BSBC (or reframing them so they feel more realistic) if possible.
- + **You're great with numbers.** Maybe you've spent some time nerding out on your own personal finances or getting into the books of another non-profit's accounts. Either way, you are comfortable creating budgets and paying bills.
- + **You're able to self-manage your time and to-do list, and are super organized and detail-oriented.** While we have an active Volunteer Advisory Board, Working Groups, and Board, there's no one "boss" who will keep you on track.
- + **Collaboration is essential to your process.** You will be working with other staff and volunteers to support them in their roles.
- + **You lead with BSBC values, anti-racism, and inclusion at the heart of everything you do.** These inform everything from your one-on-one interactions to your part in creating a safe and welcoming space for all every day.
- + **You're comfortable with digital tools.** You don't have to be a tech expert, but it's important that you can post to social media, send out an email, or edit a doc (or can learn how to do these if you don't already know!).

## EEO

We are committed to building a creative and dynamic work environment that celebrates

individual differences and diversity and treats everyone with fairness and respect. We do not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, gender identity, marital status, veteran status, disability, or any other category protected by federal, state, or local regulations. We strongly encourage candidates of color to apply.

## More about the Bradley Street Bicycle Co-Op

At its core, the Bradley Street Bicycle Co-op is a community bike shop working towards an equitable New Haven by getting people on bikes.

In practice, this looks like many beautiful things. From the outside, we are an old brick building with a small sign above our door, a glowing 'BSBC' sign illuminating the window at night. But inside we are warmed under lights, friends, knowledge, dirty hands, and the betterment of our city. We make decisions based on principles and beliefs, not based on what makes us more money. We take care of each other, and love meeting new friends. We show up, to the shop, to events, to things that mean something to one another. We all run this shop together.

We are a community of workers, learning with our hands, laughing with friends, and building a better world together. We'd love for you to join our community!

[Read more about BSBC here.](#)