



mind.body.community.

**Help Build the Foundation Behind a Stronger Baltimore Community.
Great programs change lives. Strong operations make those programs possible.**

Join Corner Team! We're looking for someone who doesn't just keep things running, but helps make them run better. Your work behind the scenes can help create meaningful change in our community.

If you're ready to bring your experience, ideas, and commitment to an organization where strong operations support an even stronger mission, we encourage you to apply.

Join Corner Team and help us continue building strong minds, strong bodies, and strong communities.

At Corner Team, Inc., we're doing more than teaching boxing. We're helping young people develop confidence, discipline, resilience, and the skills to succeed both inside and outside the ring. Behind every successful program is a team committed to making that impact possible—and we're looking for an Operations Manager who can help us take that work even further.

If you're an organized, resourceful professional who enjoys solving problems, improving systems, and bringing people and processes together, this could be your opportunity to make a meaningful difference. You'll have the chance to help shape how a growing nonprofit operates, strengthen the foundation supporting its mission, and see the impact of your work in the Baltimore community.

About Corner Team, Inc.

Corner Team, Inc. is a Baltimore-based nonprofit organization that uses Olympic-style boxing, mentorship, and youth development programming to build strong minds, bodies, and communities.

We believe that the lessons learned through boxing—discipline, perseverance, accountability, and confidence, extend far beyond the gym. Our programs create opportunities for young people to develop essential life skills, build positive relationships, and reach their potential.

As our organization continues to evolve, we are committed to strengthening the systems, partnerships, and operational practices that support our programs and long-term sustainability.

About the Position

The Operations Manager plays an essential role in keeping Corner Team organized, efficient, and positioned for continued success.

In this position, you will coordinate the administrative and operational functions that support our organization's daily activities, including financial administration, human resources coordination, vendor relationships, organizational compliance, facilities administration, and internal systems.

You'll work collaboratively with the Board of Directors, staff, program leadership, HR consultant, financial partners, and external vendors to improve processes, maintain accountability, and ensure important organizational responsibilities are completed accurately and on time.



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We are looking for someone who can see the bigger picture while managing the details, someone who recognizes challenges, takes initiative, and develops practical solutions.

This position provides organizational and administrative leadership while working alongside, rather than replacing, the staff responsible for program development, youth programming, boxing instruction, and daily gym operations.

What You'll Be Responsible For

Operations and Administration

- Coordinate daily administrative operations to support organizational efficiency and consistency.
- Develop and maintain administrative procedures, workflows, calendars, checklists, and recordkeeping systems.
- Keep essential organizational documents, contracts, licenses, and operational records organized and current.
- Identify opportunities to improve internal processes, communication, and accountability.
- Implement approved improvements that support effective organizational operations.
- Prepare operational updates and reports for the Board and designated leadership.

Financial and Business Administration

- Coordinate administrative financial activities with Corner Team's bookkeeper, accountant, payroll provider, and designated Board representatives.
- Support processes involving invoices, payments, reimbursements, accounts receivable, purchasing documentation, and vendor billing.
- Monitor important financial and administrative deadlines, including payroll, insurance renewals, and required filings.
- Assist with budget tracking and maintaining accurate financial documentation.
- Support established approval procedures and internal financial controls.
- Organize grant-related expense records, approved budgets, contracts, and reporting documentation.

Human Resources Coordination

- Work closely with Corner Team's HR consultant to coordinate recruitment administration, onboarding, employee documentation, payroll processing, timekeeping, and offboarding.
- Ensure required employee and contractor paperwork is completed, maintained, and appropriately routed.
- Support routine staffing and scheduling coordination.
- Maintain secure personnel records and protect confidential information.
- Refer sensitive employment matters, including employee relations, compensation, leave, accommodations, investigations, and corrective actions, to HR and appropriate Board representatives.

Vendors, Contracts, and Compliance

- Coordinate vendor relationships, approved purchases, service agreements, and administrative contracts.
- Maintain accurate records of contracts, insurance policies, certificates, renewals, and vendor contacts.
- Track compliance deadlines and coordinate follow-up with the appropriate individuals or professional advisors.
- Assist with maintaining organizational documentation and procedures related to incident reporting and business continuity.



Facilities and Technology Support

- Coordinate administrative aspects of facility maintenance, repairs, equipment servicing, and vendor scheduling.
- Maintain records of organizational property, equipment, supplies, keys, and technology.
- Coordinate access to approved organizational communication and technology systems.
- Support logistics for meetings, organizational events, and administrative activities.
- Work collaboratively with gym-operations leadership to address facility needs while maintaining clear responsibility for daily gym-floor operations and safety.

Staff Coordination and Accountability

- Supervise assigned administrative and operational support employees.
- Establish clear work assignments, expectations, timelines, and follow-up procedures.
- Coordinate administrative activities across departments and external partners.
- Facilitate operational meetings, document action items, and track completion of assigned responsibilities.
- Communicate significant operational, financial, compliance, staffing, or safety concerns to the designated Board liaison and appropriate professional advisors.

What We're Looking For

We're seeking a professional who combines operational experience with sound judgment, strong communication, and a genuine interest in supporting a community-focused nonprofit.

Required Qualifications

- Bachelor's degree in business administration, nonprofit management, operations, finance, public administration, or a related field, or an equivalent combination of education and relevant experience.
- At least five years of progressively responsible experience in operations, administration, nonprofit management, financial administration, or a related field.
- Experience coordinating multiple administrative and operational responsibilities.
- Demonstrated ability to develop procedures, improve workflows, maintain organized records, and manage deadlines.
- Experience supervising employees or providing day-to-day work direction.
- Working knowledge of financial administration, payroll coordination, vendor management, contracts, insurance, and basic internal controls.
- Strong organizational, communication, problem-solving, and time-management skills.
- Ability to exercise discretion and handle confidential information appropriately.
- Proficiency with Microsoft Office, Google Workspace, or comparable administrative software.

Preferred Qualifications

- Experience in a nonprofit, youth-serving organization, recreation facility, gym, or membership-based environment.
- Experience working with external HR, accounting, payroll, legal, insurance, or technology professionals.
- Familiarity with Zen Planner or other membership management platforms.
- Experience with grant documentation, budget tracking, or grant-funded operations.

What Will Make You Successful

You'll thrive in this position if you enjoy finding practical solutions, creating structure, and helping others work more effectively.

You're someone who takes initiative, follows through on commitments, and understands that even the smallest administrative details can have a meaningful impact on organizational success.



You communicate clearly, build positive working relationships, and are comfortable navigating a nonprofit environment where priorities may evolve.

Most importantly, you believe that strong organizational operations are essential to delivering programs that make a difference in people's lives.

Position Details:

Organization: Corner Team, Inc.

Position: Operations Manager

Location: Hybrid, with occasional on-site presence in Baltimore, Maryland

Anticipated Start Date: December 2026

Salary Range: \$58,000–\$65,000 annually, based on experience and qualifications

Department: Operations and Administration

Reports To: Board of Directors, through the Board Chair or designated Board liaison

Supervisory Responsibilities: Assigned administrative and operational support staff

The Operations Manager will receive routine operational direction through the Board Chair or designated Board liaison. Program leadership and gym-operations leadership retain responsibility for their respective programmatic, instructional, and gym-floor functions.

Equal Employment Opportunity

Our Commitment to Diversity, Equity, Inclusion and Justice

Corner Team, Inc. is dedicated to cultivating and advancing the principles of diversity, equity, inclusion, and justice in all that we are and all that we do. We approach our responsibility to address the disproportionate impact of systemic oppression within Baltimore City and society at large through a Mind, Body, Community approach that centers programming around the uniqueness of each member and the collaborative process of building one's "corner."

Corner Team, Inc. also recognizes that to build a more equitable future, we must value, prioritize, and center the voices of those closest to the issues. Our commitment to teamwork and collective decision-making guides how we set organizational priorities, build our culture, communicate, form partnerships, design programs, and hold ourselves accountable.

We are an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status.

We encourage people from all backgrounds, ages, abilities, and experiences to apply. We provide reasonable accommodations to qualified individuals with disabilities during the application and interview process, in performing essential job functions, and in accessing other benefits and privileges of employment.

Applicants with disabilities who need assistance or reasonable accommodations during the application process may contact the Human Resources Office at (908) 873-8434.

Applicants who need an accommodation during the application process may contact Human Resources at pmilewicz@cornerteam.org.

