

Job Title: Director of Operations
Reporting Relationship

Status: Full-time Exempt
Executive Director

General Purpose

The Director of Operations is responsible for the day-to-day operation of the organization and its programs. This position participates in policymaking, strategy planning for program development, and policy and strategic plan implementation with the Executive Director and Board of Directors.

Major Duties and Responsibilities

- Assists staff with day-to-day program plans, meetings, and to administer program services offered by the organization.
- Coordinates program offerings, implementation, assessment and evaluation with organization staff to meet the needs of the community.
- Coordinates with Strategic Initiatives Director:
- To maintain and update the metric system for data analysis
- To maintain technology systems.
- To measure, analyze performance and make recommendations to enhance services offered.
- Report strengths and deficiencies in programs to the Executive Director.
- To promote community awareness for organizational programs and services through social media, podcasts, marketing agencies, and website updates.
- Assists with Education Coordinator to collaborate in the community, school districts, home schools, private schools for program awareness.
- Assists with grant writing and works with the Executive Director building donor relationships.
- Provides regular program analysis to the Board of Directors.

Knowledge, Skills, and Abilities

- Management and leadership skills working with staff on day-to-day operations.
- Knowledge of data systems, collection, analysis, evaluation, and communication of results.
- Assists in standardizing record keeping of data and day-to-day operations.
- High level of problem-solving skills and decision making
- Capacity to manage multiple tasks
- Excellent oral and written communication skills
- Ability to prepare and conduct professional presentations
- IT and Computer literate, working knowledge of Microsoft 365, Word, Excel
- Strong time management skills
- Able to lift 50lbs

Work Conditions

- May be exposed to difficult personalities, (IE Facebook, Instagram)
- May not use personal computer for organizational purposes.
- Some local and regional travel for conferences and developing partner relationships.
- Work in office position

Education and Work Experience

Required Education: Undergraduate degree

Preferred Education: An undergraduate or master's degree in the sciences, business, public administration, education.

Required Work Experience: Employed 5-10 years with 3-5 years management experience

Preferred Work Experience and Skill Set: 3-5 years, Administration, Data and Staff management
Non-profit

Equal Opportunity Employer**To Apply**

Contact Wes Faris, Executive Director

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