



Operations Director

The Operations Director is responsible for strategy, implementation and continuous improvement of business and facility operations for our small, dynamic and entrepreneurial nonprofit. Candidate will demonstrate strong interpersonal, financial, communication and organizational skills and will be able to work in a fast-paced, team environment. This position offers a great learning and growth environment for a highly motivated, creative individual.

RESPONSIBILITIES

- Office and Business Management – ensure smooth operations of a busy office and provide high level support for the budgeting process and financial reporting.
- Facilities Management – maintain a top-notch facility, highly functional building by creating and managing capital budget, maximize opportunities for earned income, managing the rental and use of the spaces, and coordinate building maintenance, repairs and upgrades
- Technology Support - work with tech support company to resolve technology issues agency-wide and assist Associates with technology set up
- Human Resources – work with the Executive Director to ensure employee policies, benefits and procedures are kept current and administered properly.
- Programming, marketing, events and other – assist as needed.

KNOWLEDGE, SKILLS AND EDUCATION REQUIRED

- Ability to work well in a fast-paced, team environment and with strong interpersonal and organizational skills
- Knowledge of business and management principles involved in project management, systems, budgeting, creating reports and coordination of people and resources
- Communication skills including active listening, verbal and written expression, communicating professionally with supervisors and peers, and with persons outside organization
- Organization skills including planning, and prioritizing, work attention to detail, initiative, multi-tasking, adaptability/flexibility, adhering to deadlines and working independently
- Collaboration-building including establishing and maintaining interpersonal relationships based on mutual trust, respect, social perceptiveness, and cooperation
- Critical thinking skills including ability to use sound judgment and creativity with a fluency of original ideas
- Technology skills and/or a strong aptitude for learning new technology – we use Gmail, Microsoft Suite (word, excel, publisher), QB, WordPress, EventBrite, Active Campaign, Typeform, BaseCamp
- Financial and budget skills
- Minimum of a Bachelor's degree
- Three years' experience in similar positions preferred