



**Director of Operations
JOB DESCRIPTION**

REPORTS TO: President
PAYROLL STATUS: Salary
OVERTIME CLASS: Exempt

I. JOB SUMMARY:

Working closely with the President, the Director of Operations directs multiple internal administrative activities such as personnel, information systems, office administration. There are three general priorities: building assets, strengthening Unity itself, and strengthening the communities of La Porte County and the region for vibrancy, resilience and inclusiveness. This position oversees Unity's fund management and financial activities. The Director of Operations may establish procedure and enforce Board policies to manage support activities. The Director of Operations establishes strong relationships with both donors and grantees and directs public awareness efforts toward promoting the good works of the Foundation.

II. QUALIFICATIONS DESIRED FOR THIS POSITION:

A. PROFESSIONAL/TECHNICAL ABILITIES:

- A compelling commitment and passion for the philanthropic sector and to the betterment of the La Porte County and regional communities served by the Foundation.
- Knowledge and skills in human resources, finances, planning, operations, and information systems. Experience in grantmaking or proposal review is a plus.
- Capacity to evaluate funding requests with patience, open mindedness, mature judgment and imagination.
- Self-disciplined, self-starting style, accustomed to working with minimal supervision, and capable of leading, motivating, and inspiring staff, and volunteers.
- Effective communication skills; both written and oral, including listening, extemporaneous speaking, ability to analyze, to think critically and to explain alternatives clearly.
- Understand how to foster lasting change through systems thinking, evaluation, planning, collaboration and continuous process improvement.

B. PERSONAL CHARACTERISTICS:

- Highest level of personal and professional ethics, integrity and quality standards
- Exhibits and understands the importance of place and be committed to live, work and play an active role in the community and region.
- Temperament to bring passion, vision, direction, business discipline, innovation and inspiration to Unity.
- Management approach that is accessible, collaborative and empowering, creating an engaging, respectful and inclusive work environment.
- Ability to cultivate, support and inspire high performing staff and volunteers and partners, maintaining a learning environment, encouraging active inquiry by the board and staff in pursuit of organizational excellence.
- Maintains strict confidentiality of Unity and donor information

C. EDUCATION, EXPERIENCE & BACKGROUND:

- Bachelor's degree or equivalent, preferably with some emphasis on business administration, organizational management, philanthropy or communications.
- Certification in nonprofit management, fundraising (CFRE) or related discipline
- Experience managing a nonprofit organization and in the development/implementation of plans and programs to achieve organizational objectives.
- Experience and proven experience with community foundations, nonprofit management and fundraising.
- Experience managing and/or working on budgets, finances and fund accounting, investments and highly complex situations
- Strong knowledge of La Porte County, its communities, issues and opportunities.

III. WORKING CONDITIONS:

- A. PHYSICAL DEMANDS:** Must have the schedule freedom to work varying hours, including evenings when necessary. Sitting, standing, walking, and lifting are included. Acute verbal, hearing, and visual senses are required for communication. Work environment includes various locations in office and public. Manual dexterity and visual capability to use computer, audio/visual, and general office equipment are necessary. The position may include lifting and carrying up to 20 lbs.
- B. MENTAL DEMANDS:** Must be able to work under moderate to high stress conditions and represent the organization during good and bad times, to manage disappointment especially when the market declines and people feel like they have lost money, or a grantee was not awarded a grant.

IV. DUTIES AND RESPONSIBILITIES:

A. FINANCIAL, ACCOUNTING, TRANSACTIONS

- Works with Controller to oversee all cash disbursements in accordance with authority granted by the Board and coordinates the accounting for grants and scholarships with appropriate personnel.
- Works with Controller to develop annual budget to be approved by the President and Board of Directors; Monitors annual budget with Controller and President.
- Supports the preparation and execution of fund statements for all funds annually and provides additional communication to fund representatives as needed.
- Works closely with the President in managing grants received on behalf of the Foundation from other public and private foundations.

B. HUMAN RESOURCES, OPERATIONS & MARKETING

- Manages operations, human resources, marketing, and programs (grants & scholarships) areas, including hiring, training, and evaluating staff and volunteers.
- professional employer organization (PEO)*; monitor payroll, employee benefit programs; provides new employee orientation and training, schedules and facilitates staff meetings, helps prepare for board meeting and staff development. .
- Works with President to support the strategic planning process to assure that agreed upon objectives are achieved.
- Supervises Administrative Assistant, Controller, Marketing & Program Manager, Operations Manager and Intern; Interfaces with President and Development Officer.
- Ensures manageable schedule of operations including events, donor development, marketing efforts, grant cycles, scholarship activity, and other activities as it relates to the mission of the organization, while adhering to Foundation guidelines and applicable laws and regulations.
- Executes marketing activities including annual report, appeal/year end letters, press releases and website management.
- Oversees National Standards process; Identifies Priority Policies and Maps to Annual Board Meeting Schedule

C. COMMUNITY BETTERMENT

- Supports the President Unity's goal to be an effective leader, convenor and catalyst for a better La Porte County and region.

D. TECHNOLOGY

- Manages the Foundation's database management and financial system. (C-Suite, GLM, SLM)
- Manages the Foundation's project management tools, cybersecurity tools in partnership with Unity's Operations Manager. (Atlassian/JIRA, Microsoft Teams, etc.)
- Oversees Operations Manager's Work with outside vendors for all technology needs including but not limited to computers, phone system, cloud-based technology, audio/visual equipment, and wireless connectivity for Unity and for the STAR Center.

E. OTHER

- Maintains procedure manual for Director of Operations.
- Participate in staff team, committee, special events and board meetings as requested.
- Accepts other duties as assigned.

V. HOURS AND COMPENSATION:

- ♦ Full-time, Salary, Exempt Position: with flexibility for special events and meetings scheduled beyond the standard office hours
- ♦ It is recognized that, with the authorization of the President, some hours may be worked off site, especially for completion of special projects
- ♦ Compensation commensurate with individual experience and qualifications

VI. Contact:

- ♦ Chelsey Keough, Recruitment Specialist, Group Management Services, Inc.
 - Email: CKeough@groupmgmt.com
 - 330-659-0565 (office)

A **professional employer organization (PEO) is a firm that provides a service under which an employer can outsource employee management tasks, such as employee benefits, payroll and workers' compensation, recruiting, risk/safety management, and training and development. It does this by hiring a client company's employees, thus becoming their employer of record for tax purposes and insurance purposes*