



Job Title: Operations Director
Job Type: Full-Time, EXEMPT
Reports To: Executive Director

Schedule: 40 hrs/wk
Pay Range: \$36,500-\$45,000
Revision Date: July 2022

POSITION SUMMARY

This position is primarily responsible for providing operational support to Girls Place. Girls Place is a grassroots nonprofit organization serving girls ages 5-14 years old. As a trauma-informed organization, we empower girls to grow courageous, strong, and self-sufficient. We inspire our girls to celebrate themselves—their minds, their hearts, and their physical well-being. Responsibilities include human resources, management of accounts receivable fiscal program, event logistics and operations, building maintenance, general program support and other duties as assigned.

OPERATIONS

- Demonstrate a working knowledge of all Girls Place, Inc. practices, policies and procedures
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures and complying with legal regulations
- Create and implement guidelines, processes and procedures for human resource related processes including, but not limited to background screenings, new employee paperwork, onboarding, and required training compliance
- Responsible for oversight and coordination of the volunteer program, including recruiting, screening, and training
- Supervises assigned personnel, conducts performance evaluations, and makes recommendations for appropriate employment action
- Assist with events and fundraising logistics, which may include managing silent auctions, raffles, recording all donations, ticket sales, and donor thank you
- Manage the Procure system by maintaining participant records, managing the logistics of program registration, and providing the appropriate reports to staff as needed
- Support program directors and coordinators with administrative organization, program budget process, and establishing financial policies
- Responsible for management of digital communications including creating, uploading and maintaining content for website and social media platforms

FISCAL OPERATIONS

- Assist Executive Director with planning, development, and oversight of organizational budget
- Responsible for coordination and execution of payroll related functions for all part-time and full-time staff
- Responsible for Accounts Receivable (including program payments, donations, special event revenue, grant income) utilizing Quickbooks for Nonprofits and Procure Child Care Management System
- Process all deposits, reconcile monthly, and provide reports to Executive Director
- Support Executive and Program Directors in reporting to funders and board of directors as required
- Provide documentation and support CPAs with annual audit/financial review and 990 preparation
- Collect money for membership dues, serviced provided, and concession accounts, and account for it accordingly.
- Maintain all accounts receivable utilizing Quickbooks for Nonprofits. Prepare and make bank deposits and payroll tax deposits.

BUILDING OPERATIONS

- Create and coordinate preventive maintenance plan
- Coordinate visits for contractors and vendors performing work on grounds and facility
- Negotiate and manage facility contracts including copier rental and cleaning company

GENERAL JOB FUNCTIONS

- Demonstrate a working knowledge of all Girls Place, Inc. policies and emergency procedures

- Analyze and improve organizational processes and workflow to improve organizational efficiencies
- Assist with strategic and long-term planning for organization and programs
- Advise and consult with the Executive Director for resolution of complex problems and issues as they arise
- Make both routine and complex decisions on a wide variety of tasks and problems. Initiate recommendations and use considerable independent judgement in decision-making
- Participate in periodical assessment of own performance and develop own goal and objectives
- Take advantage of relevant training and other professional development opportunities
- Stay current with agency programs, services, and procedures
- Attend staff meetings, management team meetings, board of directors' meetings, and trainings as needed
- Follow guidelines of the agency's board policies and personnel regulations
- Assist the Executive Director with other duties as needed

MINIMUM REQUIREMENTS

- Position requires a Level II FDLE Department of Children and Families Background Screening
- Clean driving record
- Extensive knowledge using computers and technology including word processing, email, spreadsheets, Quickbooks, troubleshooting technology, and other functions as needed.

PREFERRED QUALIFICATIONS

- Bachelor's degree in business management, business administration, accounting, or related field; equivalent experience may also be considered
- Department of Children and Families School-Aged Children Training, or willingness to obtain
- Office of Early Learning Training Requirements, or willingness to obtain
- CPR & First Aid Certification, or willingness to obtain
- Experience working with children, parents, volunteers, and community partners
- Ability to understand and apply applicable rules, regulations, policies, and procedures
- Ability to make independent decisions within set parameters in the best interest of the organization
- Experience in employee and volunteer recruitment, hiring and supervision, and payroll/personnel processing
- Experience with Procure Child Care Management Software

PHYSICAL CHARACTERISTICS

- Ability to sit and stand for short and/or long periods of time
- Ability to safely respond to emergency situations
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to push, pull, lift, and carry up to 25 pounds

OTHER CHARACTERISTICS

- The employee is required to wear a uniform furnished by Girls Place in compliance with the staff manual
- Flexibility to adjust schedule may be required depending on the demands of the position and/or organizational needs
- Consistent use of a computer (i.e. financials, reports, training, etc.)
- Occasional use of outdoor equipment (i.e. leaf blower, pressure washer, hose, etc.)

PROFESSIONAL EXPECTATIONS

The employee will present a competent and positive image of Girls Place through the professional and safe coordination of all transportation expectations. In addition, all staff are expected to meet the professional expectations as listed below:

- Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Demonstrate a strong commitment to protecting confidential information as described in the staff manual and confidentiality agreement
- Demonstrate a desire and willingness to learn in a team-oriented environment
- Demonstrate a strong work ethic by being dependable, productive, and displaying a high level of professionalism