

Mary Johnson Children's Center
Operations Manager
Job Description

Summary of Responsibilities

The Operations Director is responsible for the oversight of the Center's financial and accounting systems, and implementation of the Center's human resource policies, as well as initiatives in alignment with the Center's overall philosophy, mission, and strategies. The OM reports to the Executive Director. The following include the essential duties and responsibilities of the Operations Manager.

Fiscal Oversight Responsibilities:

Budget:

- Develop the annual agency budget with input from the management team.
- Coordinate and evaluate the financial systems of the Center and conservation of the Center's financial assets.
- Ensure compliance with state and federal budgetary reporting requirements.
- Prepare financial statements and reports, and special analyses.
- Prepare materials for auditors, including preparation of the trial balance, and ensure timely completion of the audit.
- Establish and maintain appropriate internal control safeguards.
- Analyze financial data and make financial reports and forecasts.
- Demonstrate knowledge of finance, accounting, budgeting, and cost control tactics.

Fundraising and Grant Development:

- Research and write grants, identify and build relationships with a variety of donors, and ensure timely submission of grant reports.
- Expand revenue generating and fundraising activities to support existing program operations and expansion.

Board of Directors Responsibilities:

- Provide monthly and quarterly budget reports for all programs to the Board of Directors and serve on Board committees as appropriate when requested.
- Collaborate with the Program Director to develop, maintain, and support a strong Board of Directors.

Human Resources Responsibilities:

- Ensure policies and procedures are consistently administered, aligned with organizational goals, and compliant with professional standards, regulatory requirements, and laws.
- Coordinate recruitment and retention of staff.
- Maintain and update all staff files.
- Oversee staff safety, welfare, and wellness and/or health.
- Oversee compensation and benefits administration.
- Conduct annual reviews of administrative positions.
- Assure all necessary forms are filed with the appropriate agencies, including record checks, permissions, licenses, etc.
- Ensure state training requirements are met.

Physical Plant:

- Manage the organization's physical infrastructure, including grounds, buildings, and systems maintenance.

General Qualities:

- Creativity/Innovation: The ability to develop new and unique ways to improve operations of the organization and to create new opportunities.
- Effective Teamwork: The ability to work cooperatively and effectively with the management team to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Relationship Building: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Planning: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Problem Solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Strategic Thinking: Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.

Education and Experience

- Minimum of a B.A./B.S.
- Three to five years of leadership experience with finance, leadership, and/or human resources.

Other Requirements

- The selected candidate will be required to pass all required records checks.

Physical Activity /Working Conditions:

- While performing duties of this job, the employee may be regularly required to sit for prolonged periods of time; talk; hear; use hands and fingers to operate a computer, telephone and other office equipment; and reach with hands and arms.
- The employee may occasionally lift and/or move up to 25 lbs.
- The work environment is busy with regular interruptions and opportunities to collaborate.
- The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description in no way states or implies that these are the only job duties to be performed by the employee incumbent in this position.