

JOB DESCRIPTION

POSITION:	Operations Manager
DEPARTMENT:	Administration
LOCATION:	115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO:	CEO
SALARY:	\$45,000 annually
SCHEDULE:	10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.
JOB SUMMARY:	The Operations Manager will be responsible for day-to-day operations, managing the organization's HR, helping and creating organizational and program budgets in collaboration with the CEO and other staff members. Report to the CEO and serving as a member of the Management Team this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organizations financial and operations functions. Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies and practices. This position will also interact with the Board of Directors.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Excellent writing, editing and verbal communications skills, as well as excellent interpersonal, organizational, administrative and research skills. Advanced familiarity with Microsoft Office Suite (Word, Excel, Power Point).
- Proven ability to interact and communicate effectively with a diverse group of colleagues, Board members, funders, public officials and members of the public. Demonstrated ability to set and execute priorities, function well under pressure and work both independently and as part of a team.
- Bachelor's Degree (minimum). Preference will be given for experience in fundraising, campaign work (including political campaigns) and nonprofit organizations.
- Budget development and oversight experience.
- Ability to challenge and debate issues of importance to the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate, manage and monitor the workings of various departments in the organization.
- Review financial statements and data. Utilize financial data to improve efficiency. Prepare and control operational budgets. Control inventory. Recommend effective strategies for the financial well-being of the organization.
- Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.
- Assist in recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance in partnership with the CEO.
- Monitor, manage and improve the efficiency of support services such as IT, HR, Accounts and Finance. Facilitate coordination and communication between support functions.
- Assist in the development of strategic plans for operational activity. Implement and manage operational plans.
- Oversee organizational insurance policies. Ensure health and Safety committee meetings are held and tasks assigned.

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HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “Operations Manager” to careers@smelny.org. No phone calls, please.