

Job Posting

January 30, 2019

POSITION

Director of Operations, Empowerment

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

90k-110K Yearly

REPORTS TO

Vice President, Empowerment

ESSENTIAL DUTIES AND RESPONSIBILITIES

Director of Operations will provide high level support to all the Empowerment programs in the areas of compliance, contract management, evaluation and assessment, program innovation and fiscal and organizational adherence. The Empowerment division operates programs in homelessness prevention, workforce development, rehousing from shelter and mentoring services. She/he will be part of the Empowerment managerial staff.

- Provide compliance leadership and direction during program design, planning, implementation and operations in order to contribute to the program success
- Ensure effective and transparent use of financial resources in compliance with RiseBoro and funders policies and procedures
- Assist VP in fiscal management including drafting budgets, modifications, financial forecasting and planning for a 10M+ yearly budget
- With assistance of program staff, lead bi-yearly programmatic audits of all programs
- Submit reports to program directors and VP and recommend corrective action and trainings to address any compliance issues
- Oversee audits from funders
- Upkeep internal control procedures for each program on an annual basis
- Assist VP and fiscal office with the process of contract registration
- In collaboration with VP, Empowerment Directors and overall staff, lead strategic planning sessions for the division and draft yearly goals
- Directly supervise 2-5 staff at the division
- Develop leaders and encourage innovation to advance the RiseBoro theory of change
- Identify collaboration with other Divisions to implement strategy and maximize impact
- Identify key performance indicators, assesses emerging risks and opportunities, and develop plans to address them
- Develop and maintain relationships with key partners that bring resources to the organization
- Organize and/or represent RiseBoro during meetings, conferences, and public forums in order to provide framework and advance RiseBo's brand and mission

- Recommend opportunities to successfully integrate into new communities through proven engagement techniques, supporting the RiseBoro theory of change
- Create reporting dashboards to demonstrate program outcomes and impact
- Assist in needs assessments, proposals and execution of new systems to optimize operations
- Work with other Empowerment Directors to drive collaborative engagement and create high performing teams
- Contribute to program team-building efforts and support Empowerment Directors identify problem solving options and ensure the integration of management staff into decision-making processes
- Meet with funders as determined by VP
- Other job functions as determined by the VP and CEO

COMPETENCIES

- Background with contract management, procurement and/or grant compliance
- 5-10 years' experience managing teams with various levels of seniority
- Fundraising experience and program evaluation experience are a plus
- Excellent verbal and written communication skills
- Ability to work independently and collaborate with a team
- Excellent organizational skills and attention to detail
- Experience designing tools and strategies to increase staff satisfaction and productivity
- Experience in Empowerment Services such as homelessness prevention and workforce development
- Creative and a self-starter

EDUCATION EXPERIENCE

Minimum Bachelor's Degree is required. Juris Doctorate or Master's in Social Work or Business highly preferred

APPLICATION DEADLINE

3/1/19

SUBMIT RESUME and COVER LETTER TO

Mirtha Duran, VP Empowerment at mduran@riseboro.org