

POSITION: OPERATIONS DIRECTOR
Status: Exempt
Reports to: Executive Director
Supervises Program Directors and Shelter Manager
Hours: 37.5 hours per week, 8:30 a.m. to 5:00 p.m.
Requires some evenings and/or weekend work.

At-Will Employment

You are free to terminate your employment with the Women's Center at any time, with or without a reason, and the Women's Center has the right to terminate your employment or the employment of others at any time, with or without a reason. Although the Women's Center may choose to terminate employment for cause, cause is not required. This is called "at will" employment. Most employees at the Women's Center are funded by a variety of grants, governmental programs and endowment sources. Continued employment is contingent upon continued receipt of those funds.

Job Summary: Assists the Executive Director with all functions and activities of the organization such as fiscal management, development and implementation of information systems, special projects, funding, programs, budgets, cultivation and donor stewardship, and community outreach. The Operations Director is responsible for providing leadership and management to the agency's program management team. This person adheres to and ensures that the agency's policies and procedures are in compliance with all funding contractors' requirements. This is a newly created position.

Qualifications:

- Must support the Women's Center's mission and philosophy; be dedicated to eliminating domestic violence and sexual assault and committed to the Center's Guiding Principles. These principles are based on the fundamental values of both feminism and the social work profession, including the worth, dignity, and uniqueness of all persons as well as their rights and opportunities. The nature of the work of the Women's Center fosters conditions that promote these values
- Minimum of a Bachelor's degree and 5 years experience in nonprofit management; or equivalent experience in human services, management or related field
- Working knowledge of government/contract funding sources
- Excellent written and oral communications skills
- Excellent organizational skills
- Strong personnel management principles and practices
- Ability to relate effectively with professionals, the business community and agency contractors and clients
- Experience in non-profit sector and knowledge of funding issues
- Experience in marketing and/or public relations, including production of publications and marketing materials
- Ability to address crises and problem-solve effectively
- Computer skills to include the creation of such documents as spreadsheets, annual reports, charts, and measurement outcomes (i.e. surveys), etc.
- Ability to work under pressure, manage and meet deadlines
- Awareness of and sensitivity to the cultures represented in San Joaquin County
- Reliable transportation, valid California Drivers License and proof of insurance
- Ability to lift supplies up to 25 lbs. to waist height
- Ability to ascend and descend up to three flights of stairs throughout the course of a normal workday
- Fingerprint clearance required

Essential Functions:

- Assist executive director with all functions and activities of the organization including funding, program development, budgets, government regulations, public policy, and special agency projects as assigned
- Provide organizational leadership in the absence of the Executive Director
- Responsible for the day-to-day administrative operations of the agency
- Develop and maintain administrative policies and procedures
- Oversee facilities, building and maintenance needs for five sites
- Oversee equipment and supply management
- Research, develop and maintain agency Information Systems, including acquisition and maintenance of new client data base
- Provide oversight to agency's annual operating budget
- Assist with all board committees
- Research, recommend, and assist with the implementation of new and expanded programs and services with focus on evidence based outcomes and evaluations
- Establish and maintain effective and cooperative working relationships with other organizations, professionals, contractors, agency volunteers, staff, board of directors, and board committees to adhere to and ensure support of the agency's mission, vision and philosophy
- Assist with donor cultivation, stewardship and fundraising events
- Assist Executive Director with personnel needs/issues as required
- Conduct community needs assessments to determine areas of unmet service needs
- Assist in the preparation of grants and marketing materials and branding of agency as needed
- Work closely with Executive Director to represent the agency to the community. Assure agency representation at relevant community, regional, and statewide councils, networks, and events that further the agency's mission
- Responsible for being knowledgeable and supportive of all personnel and other agency policies
- Embodies an attitude of friendliness and open communication with all levels within the Women's Center
- Maintain reliable and consistent attendance and punctuality to work
- Inform the Executive Director on a regular basis of plans and processes
- Fulfill other duties as assigned to ensure the smooth operation of the Women's Center

Salary Range: \$65,000-75,000. FT, DOE + excellent benefits

**Send resume and cover letter to Joelle Gomez, Executive Director,
jgomez@womenscentersjc.org or fax to (209) 941-4963.**

The Women's Center of San Joaquin County hires and promotes employees regardless of race, color, religion, ancestry, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. The Women's Center of San Joaquin County is an equal opportunity employer. The Women's Center strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.