

## **JOB OPPORTUNITY**

### **Description:**

Cheyanna's Champions for Children (CC4C) provides children with rare or undiagnosed conditions and their families in the central Texas area with the resources to help meet the children's and family's needs not covered by insurance or other financial assistance.

Based in Bee Cave, just outside Austin, CC4C is seeking a Full -Time Director of Operations.

### **Overview of Position:**

The Director of Operations assists the Executive Director with oversight and management of the day-to-day program, personnel and financial affairs of CC4C to ensure organizational development and growth according to the strategic plan. The Director of Operations will be responsible for data entry, accounts payable, payroll, managing the organizations HR, helping and creating organizational and program budgets in collaboration with the ED. Reporting to the ED, this position will also be responsible to ensure organizational effectiveness by providing leadership for the CC4C's financial 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.

### **Responsibilities by Function:**

**Supervision:** Supervises Administrative Assistant, Interns and other positions as assigned.

### **Financial Management**

- Direct annual budgeting and planning process for the CC4C's annual budget with ED.
- Develop and manage annual budget.

- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Managing day to day processing of accounts receivable and payable using QuickBooks, producing reports as requested.
- Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements.
- Assisting Executive Director and Board in creating annual organizational budget and monitoring cash flow.
- Maintaining CC4C's archival and administrative files.
- Administering payroll, employee mileage and organizational insurance.
- Develop long-range forecasts and maintain long-range financial plans.
- Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems.
- Assess and analysis of CC4C expenditures to ensure cost of expense could be more cost efficient and needed.
- Prepare annual audit and be a liaison with all outside vendor.
- Working with ED, produce annual report for distribution to constituents.

### **Organizational Effectiveness**

- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Finance) as well as coordination and communication between functions.
- Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.
- Providing consulting services on matters related to fundraising, tax and insurance questions, and business structure and growth.
- Helps sustain a culture of planning and of performance-based work and evaluation.

### **Organizational Leadership and Strategic Plan**

- Contribute to short and long-term organizational planning and strategy as a member of the management team
- Assists the Executive Director by coordinating the overall strategic plan process and related logistical and administrative matters.
- Ensures timely and accurate tracking and reporting of program and fundraising numbers.

### **Risk Management**

- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies.
- Oversee and maintain CC4C's business license in Colorado.

## **Human Resources**

- Ensures fair and consistent personnel policies.
- Supervises personnel, including schedules and timesheets.
- Coordinates and participates with the Executive Director in annual employee evaluations.
- Coordinates calendar of activities for professional development.
- Responsible for personnel files administration, job description development, salary surveys, org and swim chart updates.
- Development, maintenance and revision of Employee Handbook and Board of Directors Manual.
- Ensures compliance with state and federal employment laws and regulations.
- Coordinates all employee recruitment and hiring, background checks, new hire training and orientation, and separation activities.
- Manages and monitors consultants and vendors contractual agreements, including related policies and procedures.

## **Administration & IT**

- Manages and ensures implementation of effective and professional day-to-day office operations and information technology equipment and systems to include licenses.
- Manages all aspects related to facilities and maintenance of office supplies and décor.
- Oversees and develop administrative policies and ensures consistent delivery of central services including hours of operations, security systems, purchasing and controls, mail distribution, voicemail system.

## **Intern Management**

- Supervises intern program and coordinates services within the organization.
- Ensures the development of an effective system of ongoing recruitment and cultivation of interns for agency-wide support, and produces periodic reports on activities and financial in-kind value of interns.

## **Qualifications:**

- B.A. or B.S. required, MBA or MPA or significant experience in Operations (highly preferred)
- Minimum of 3 years financial and risk management, and accounting experience
- Experience developing budgets and strategic plans
- Strong verbal and written communication skills
- Formal training in human resources preferred
- Nonprofit experience in human resources management
- Minimum 2 years mid-senior level supervisory experience
- Knowledge and experience with labor laws and tax laws and regulations for nonprofit sector
- Knowledge and experience with performance-based evaluation systems for personnel and programs
- Knowledge of nonprofit Best Practices
- Knowledge and experience of theories, tools and metrics for project design planning
- Strong computer knowledge of word, excel, powerpoint, Quickbooks, donor management software or CRM and ability to query and run reports
- Ability to work easily and effectively with a wide range of people, practicing leadership, motivation, team building and conflict resolution
- Excellent attention to detail, accuracy and quality
- Highly skilled at project management, team supervision and systems of accountability
- Able to manage multiple projects and responsibilities simultaneously and meet deadline
- Ability to take executive decisions and exercise sound business judgment in the interest of the company
- Ability to perform under stress and thrive in a fast-paced environment

**Working Conditions:**

- The Director of Operations position is full-time but may flex work occasional evenings and weekends to monitor organizational activities.
- This position may work in the CC4C office environment and/or in nonstandard work environment