Job Opening: Director of Operations

The Director of Operations position is to assure the mission of the Vista Hermosa Foundation, Center for Sharing and Jubilee Foundation (Broetje Family Trust foundations) by managing the smooth running of day to day business operations. Reporting to the Executive Directors of the three foundations, the Director of Operations will lead a team focused on shared organizational infrastructure.

Organizational Leadership: The Director of Operations will demonstrate a commitment to the mission, vision and values of the foundations, placing an emphasis on relationships and the daily practice of servant leadership. Key markers of success in organizational leadership for this position include but are not limited to:

- Building a coherent and mutually supportive team that serves the mutual interests and needs of the foundations and staff
- Catalyzing a learning environment that leads to the personal growth and development of team members
- Active engagement in joint activities and events of interest and import to the foundations

Human Capital Management: The Director of Operations will oversee the human capital strategy of the foundations in workforce acquisition, management and optimization, and supervise staff tasked with day to day HR operations. Key markers of success in this oversight include, but are not limited to:

- Management of organizational risk through adherence to all applicable employment laws and regulations
- Clear and efficient processes for workforce acquisition, management and optimization across all foundations
- Management of employee benefit programs that are accessible and well utilized by foundation employees, and are cost-effective for the organizations
- Development and implementation of standard policies and procedures so that employees are treated justly and with compassion
- Employee satisfaction with onboarding, management and offboarding processes
- Existence of a robust staff training program and opportunities for professional development
- Succession plans in place for key leadership positions

Financial Management: The Director of Operations will oversee the bookkeeping and accounting staff. Key markers of success in this oversight include but are not limited to:

- Management of organizational risk through adherence to established acceptable accounting practices and applicable laws
- Standardization across the foundations of financial policies and procedures, with attention to reduction of redundancy and increase of transparency
- Timely and accurate reporting on financial and budget position to the foundations
- Management and receipting of donations
- Timely issuance of grant payments
Information Technology Management: The Director of Operations will oversee the creation and implementation of technology solutions to manage business and communications, and supervise staff tasked with day to day IT operations. Key markers of success in this oversight include but are not limited to:

- Existence of network infrastructure to support operations
- Training of staff for maximum efficiency in technology use
- Acquisition and management of consulting relationships to manage specific projects
- Smooth running of educational technologies in a school environment
- Optimized use of financial management, inventory control and facility maintenance applications across the foundations
- Cost-effective implementation of technology solutions wherever possible to address business problems
- Existence and ability to use story databases and photo/communications archives
- Maintenance of joint organizational calendars and overall event calendars

Qualifications:

- Demonstrated commitment to the mission, vision and values that underpin foundations and programs
- Desire to serve others and committed to the personal growth and development of staff
- Ability to build effective, mission-driven and cohesive teams
- Experience working and leading in a matrix management environment
- Ability to be flexible and work in a constantly changing environment, responding to multiple daily needs in a variety of business areas
- Minimum of 5 years of progressive responsibility in administrative leadership, executive level preferred
- 2-3 years’ experience in human resources as direct practitioner or overseer/manager
- 1-2 years financial management experience in small business or non-profit setting
- Project management experience a plus
- Proficiency in all products of Microsoft Office 365 required, with implementation experience in Microsoft Teams a plus

Salary and benefits

We offer a competitive salary, paid time off and sick leave, medical insurance, and 401k plan (after one year of service) and are an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees. The position is open until filled.

To apply for this position, please send a cover letter and resume to:

Roger Bairstow, Jubilee Foundation Executive Director  
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