



Operations Director | *Job Description*

Send cover letter and resume to info@neverlost.org

General Description / Accountability

The Operations Director organizes and coordinates daily operations within Never Lost office. They directly support the Executive Director by implementing procedures and protocol to carry out the strategic vision for the organization. The Operations Director must be extremely organized with a keen attention to detail.

The Operations Director is hired by the Board of Directors on the recommendation of the Executive Director and reports directly to the Executive Director on all terms and conditions of his/her employment including daily assignments, goals, performance evaluations, benefits /compensation, and leave requests. The Operations Director reports directly to the Board of Directors on financial statements and budgetary issues.

Desired Qualifications

- Bachelor's Degree in relevant field
- 2 + years experience in management / administration
- Experience in Quickbooks
- Proficient in computer usage and programs such as MS Office & databases
- Experience with data management, grant management, recordkeeping, bookkeeping
- Successfully complete CASA training including required background checks and pass requested background checks and screenings

Skillsets for Success

- Strong leadership skills
- Administrative skills- professional, detail-oriented, organized, strong work ethic
- Time management skills- consistently meets deadlines with efficiency
- Excellent written and oral communication skills
- Demonstrates strategic and critical thinking skills
- Strong problem-solving skills and a "can do" attitude
- Takes ownership of projects and outcomes
- Demonstrated ability to improve processes and efficiently manage workflows
- Able to quickly adapt to fast paced and often changing work environment
- Excellent interpersonal skills; team player; encourages and promotes goodwill throughout organization

Job Responsibilities

- Manage daily business operations of Never Lost
- Manage Quickbooks and account reconciliations in a timely manner
- Present financial statements at bi-monthly Board meetings
- Present reconciled bank statements and credit cards statements to executive committee monthly
- Process payroll timely and coordinate payroll taxes with accountants
- Prepare, in collaboration with Executive Director and Finance Committee, annual budget
- Present proposed budget to the Board of Directors
- Collect all data required by accountants for yearly review and for tax purposes
- Manage charitable donations to include processing and timely acknowledgments
- Collect and synthesize all required data for applications for grants and other funding
- Manage office administration such as supplies, mail distribution, mailing lists and answering the telephone.
- Coordinate the publication and distribution of the newsletter with Outreach Coordinator and staff
- Engage, in collaboration with Outreach Coordinator, supporters and donors through correspondence and tracking engagement activities
- Other duties as assigned.