



Operations Director | *Job Description*

Send cover letter and resume to info@neverlost.org

Organization Background

Never Lost, Inc. is a nonprofit organization in South Georgia serving children who have experienced traumatic abuse and neglect. Through courtroom advocacy and connection to community resources, we strengthen families and forever improve the home lives of children. We restore hope and let children know that we are with them as they go through the court system. We work to find a safe and permanent home and to connect children with local resources who can help them begin to heal and recover.

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.

Desired Qualifications and Skillset

- Bachelor's Degree in relevant field + 2 years relevant experience
- Proficient in computer usage and programs such as MS Office & databases
- Successfully complete and pass all requested background checks and be eligible for bonding
- Strong administrative skills- professional, detail-oriented, organized, strong work ethic
- Demonstrated ability to improve processes and efficiently manage workflows
- Excellent written and oral communication skills

Job Responsibilities

- Manage daily business and financial operations of Never Lost
- Assist and support Executive Director
- Collect and synthesize all statistical, financial, governance, and programmatic reporting
- Engage supporters and donors through correspondence and tracking engagement activities
- Coordinate develop and implementation of online and printed PR materials (social media, website content, newsletters, volunteer recruitment campaigns, brochures, etc.)
- Coordinate community outreach events and child enrichment activities
- Identify foster parent and relative caregiver needs and engage the community in support activities to meet those needs
- Oversee scheduling for DFCS visitation requests and oversee visits with DFCS supervising
- Other duties as assigned.