



Director of Operations Job Description

Position

Reporting to the Executive Director and serving as an integral member of the senior management team, the Director of Operations will contribute to the development of the organization's strategic goals and objectives. In addition to strategic components, the Director will be in charge of developing and implementing more sophisticated policies and procedures both in the finances and general operations realms. The Director will also contribute to the organization by overseeing and maintaining the daily operations of our organization, coaching staff, and ensuring THMS is operating efficiently and effectively. The Director will serve as a key thought partner to the strategic direction and positioning of the organization and its reproductive health and rights position.

Responsibilities

Strategy, Vision, and Leadership

- Contribute to the development of Teen Health Mississippi's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues.
- Advise the Executive Director and other key members of the organization on financial planning and organization policy.
- Work with the Director of Communications to develop and implement an integrated strategic communications plan annually to advance Teen Health Mississippi's brand identity; broaden awareness of its activities and priorities; and increase the understanding of and support for trainings, programs, and policy positions across key stakeholder audiences, including the development of key internal and external messaging.
- Develop and implement a fundraising strategy, including grant proposals and reporting.

Team Development/Leadership

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate training and development on Teen Health Mississippi's policies and procedures.
- Collaborate with Teen Health Mississippi's supervisors on staff performance and development goals, assign accountabilities, set objectives, and establish priorities.

Organizational Operations

- Implement and continuously improve appropriate system of policies, internal controls, accounting standards, and operating procedures, including administrative and operational services such as reimbursement, travel policy, project checklists, and insurance.
- Maintain financial records for accountants and assist Executive Director with organization information and key documentation for annual audits.

- Review financial information and adjust operational budget to promote financial solvency of the organization.
- Manage procurement processes, travel planning, and coordinate material and resources allocation
- Assist the Executive Director in executing the annual budget process.
- Assist with planning quarterly staff retreat.

Additional Assignments

- Perform other duties as assigned.

Qualifications

Required

- Bachelor's degree in business, finance, human resources, or related field.
- Extensive successful writing and editing experience (externally focused), particularly experience with grant writing.
- Experience and proven success with budget and operations management.
- Experience and proven success with fundraising.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem solving skills.
- Self-reliant, team-oriented, self-starter, good problem solver, results oriented.
- Ability to make decisions in a changing environment and anticipate future needs.
- Excellent and persuasive communicator.
- Energetic, flexible, collaborative and proactive.
- Exceptional written, oral, interpersonal and presentation skills.
- Ability to operate as an effective tactical as well as strategic thinker.
- Passion for Teen Health Mississippi's mission, shared core values, and support for Teen Health Mississippi's position.
- Familiarity with Quickbooks and Excel.

Preferred

- Demonstrated knowledge of the field of sexual and reproductive health, especially Teen Health Mississippi's current position, strongly preferred.

Other Details

- Teen Health Mississippi has offices both in Jackson, MS and Clarksdale, MS. This position is based in Jackson, MS.
- Must be able to travel in-state a minimum of twice a month, and nationally 2-4 times per year, depending on training needs.
- Office hours are Monday-Friday, 9-5. However, this position may occasionally require work outside of standard work hours to accommodate youth-serving systems or clinical staff.

Compensation

- \$50,000-60,000 annual salary; commensurate with education and experience.
- Benefits include health and retirement as well as paid time off as described in the Teen Health Mississippi Employee Handbook.

Application Requirements and Process

Requirements

- A cover letter,
- Recent resume,
- Employment Application Form,
- Contact information for three professional references who can speak to the candidate's work ethic and character. (NOTE: At least one reference must have directly supervised the candidate's work.)

Process

- We will have a rolling application process, but applications received before June 1, 2019, will have priority. The position may be filled prior to that date.
- Applicants should email their materials to contact@teenhealthms.org.
- Once we have received all materials from a candidate, we will notify the candidate that we have a complete application.
- After a review of applications received, we will schedule brief phone interviews with candidates meeting required qualifications. Candidates advancing to later stages of the process will be asked to respond to essay questions, a job-related task, and a final interview. Candidates may be rejected at any point in the process.
- The interview process will include a thorough social media background check as well as civil and criminal background checks.

Tips for Applicants

- Only applicants meeting the minimum required qualifications will be considered.
- Research Teen Health Mississippi beforehand and understand our mission and shared core values, specifically with our work surrounding adolescent health and sexuality education in Mississippi. Candidates should also view www.teenhealthms.org for more about Teen Health Mississippi's sex education work.
- If you are invited to a finalist interview, we WILL call all of your references. Please make sure to provide contact information for three professional references who can speak knowledgeably about your work ethic and character. At least one reference must have directly supervised you.
- Over the course of the selection process, we will thoroughly check your public online presence, which includes a social media audit (Facebook, LinkedIn, Twitter, Pinterest, etc.) as well as a search of your online posts and references. We advise applicants to closely monitor their privacy settings on their social media accounts.
- Before you submit your application, please PROOFREAD all materials you are submitting (cover letter, resume, Employment Application Form, and contact information for three professional references). The application is a candidate's opportunity to put her best foot forward; do not let our first impression of you be one of carelessness.

