



Job Title	Operations Director
FLSA Classification	Exempt
Employment Status	Regular, Full Time
Wage Range	\$68,133 – \$107,695
Work Hours	40 hours per week, days and schedules may vary
Supervisor	CEO
Office Location	Loveland, CO
Scope	The Operations Director is responsible for business operations, financial reporting, human resources onboarding, payroll, IT, and database management. This position supervises employees and contractors supporting these functions.
Essential Functions and Duties	<ul style="list-style-type: none"> • Manage the day-to-day running of business operations • Regularly evaluate business operations efficiency and productivity through extensive process analysis and interdepartmental and Board collaboration. Identify and adjust improvements according to organizational goals, strategy, priorities, and compliance standards • Collaborate to set organizational strategy and goals to optimize organizational growth, employee well-being and participant success • Ensure cost-effective operations including contract, bid and proposal management. Prepare reports as directed. • Collaborate on budget development and management. Oversee accounts payable/receivable and financial operations • Work cross functionally with organizational directors on data tracking and reporting on financials, fundraising and program outcomes • Prepare payroll • Ensure timely and accurate reporting to all required agencies • Oversee organizational IT usability and database management • Manage HR onboarding and staff pay/benefits administration • Create and maintain confidential personnel files • Work closely with third-party contracting services to oversee deliverables such as bookkeeping, IT, CPA, etc. • Collaborate closely with grant writing, monitor allocations, and submit required reporting • Collaborate on Donor, Participant and Volunteer events • Lead and oversee assigned ongoing training • Supervise assigned staff performance, ensure growth and development, and cultivate a culture of engagement, collaboration, equity, and inclusion • Execute assigned Board duties such as onboarding, report preparation/presentation and maintaining information

Knowledge and Skills	Minimum Qualifications <ul style="list-style-type: none"> • Passion for Project Self-Sufficiency's Mission, Vision, and Values • Masterful organizational, communication and leadership skills, backed by previous professional success • Proven ability to manage day to day operations, budgets, and financial reporting • Excellent collaboration and people skills • Superior ability to deliver results and execute on goals and objectives • Skillful database management and data analysis • Advanced technology and software skills including O365, MS Office, Salesforce database, WordPress website, and third-party fundraising platforms • Proven problem solving and critical thinking skills
Education and Experience	<ul style="list-style-type: none"> • Bachelor's degree in nonprofit management, finance, business administration, or related field of study • Minimum 3 years business operations and supervisory responsibilities.
Physical Requirements and Working Conditions	<ul style="list-style-type: none"> • Ability to travel frequently to various meetings and event locations. • Ability to lift 50 lbs. for event and office supply movement and transport
Additional Information	<p>This is a full-time position based in Northern Colorado with occasional evening and weekend hours due to events and meetings. Benefit package includes 401(K) match, health, dental and vision insurance, Life and Disability Insurance, pro-rated PTO with additional defined paid holidays.</p>

This job description reflects the general level of knowledge, skills, abilities, physical requirements and essential job functions and responsibilities expected of an incumbent and it is not designed to contain an exhaustive list of activities, duties, or responsibilities that an incumbent may be assigned. Reasonable accommodations may be provided to qualified individuals with disabilities, in accordance with the ADA Amendment Act of 2008 (ADAAA). I verify that I have reviewed the position job description and will be able to perform the duties of this position with or without reasonable accommodations.