

Operations Manager -full time
Salary Scale \$45-50,000

Position Overview:

The Director of Operations plays a critical role in the success and growth of our non-profit organization. This leadership position is responsible for overseeing the day-to-day operations, managing administrative processes, and ensuring the smooth functioning of all departments. The ideal candidate will possess strong organizational, managerial, and strategic skills, as well as a deep commitment to PUCS's mission.

Responsibilities:

Operational Strategy and Planning:

- Develop and implement strategic plans, in collaboration with the executive team, to achieve organizational goals and objectives.
- Identify operational challenges, propose solutions, and implement process improvements to enhance overall efficiency and effectiveness.
- Provide guidance, administrative support, and leadership to the executive, ensuring alignment with the organizational mission and goals.
- Foster a collaborative work environment, encouraging teamwork, communication, and professional growth.
- Create effective communication and coordination processes and procedures between staff, teachers, parents, students, funders, and community members to ensure smooth operations and optimal performance.
- Coordinate parent volunteer opportunities.
- Manage the school calendar and event scheduling.
- Responsible for maintaining and updating the emergency response policies and procedures.

Financial Management:

- Becomes the school expert in the FACTS management system.
- Collaborate with the Executive Director to deploy financial aid and manage the FACTS tuition and scholarship administration.
- Oversee bookkeeping vendor for financial reporting, audits, and grant compliance to ensure transparency, accuracy, and accountability. (examples PreK Counts and PreK 4 grants)
- Responsorial for basic financial management. Examples- accounts payable, deposits, credit card statement review and entry into Quickbooks.

Human Resources and Admissions:

- Manage the recruitment, selection, and onboarding, staff members
- Oversee the admissions process in FACTS.
- Develop and implement HR policies, procedures, and practices.
- Oversee administrative functions, including facilities management, bookkeeper, IT infrastructure, and vendor relationships.

Note: The above job description serves as a general outline of responsibilities and qualifications and may be subject to modifications based on organizational needs and priorities.