

DIRECTOR OF OPERATIONS

JOB DESCRIPTION

ORGANIZATION

Mission: Unleashing the power of youth to change the world. YouthRoots engages youth in opportunities to impact their communities through philanthropy. Money is a critical resource for change, and young people should get a say in how it is spent to best impact youth issues. Our traditional programs involve youth in participatory and community-led grantmaking. Newer programs engage youth insight in efforts to create systems to better respond to youth needs.

POSITION

The Director of Operations will oversee the internal day-to-day activities of YouthRoots, ensuring that the organization is performing efficiently and effectively and that the staff team has what they need to achieve success. The Director of Operations will plan, direct, coordinate, and oversee operations and activities in the organization, ensuring development and implementation of effective systems to meet current and future needs of the organization. They will also lead the management team, and bring the ability to tap into the power that each member of the team brings to the YouthRoots mission. This is an exempt full-time position with a salary range of \$75,000 - \$90,000.

RESPONSIBILITIES

- Ensures smooth and effective day-to-day operations that enable YouthRoots to meet our mission effectively.
 - Implements policies and procedures that will improve day-to-day operations.
 - Establishes quantitative and qualitative metrics, guidelines, and standards by which the company's efficiency and effectiveness can be evaluated; identifies opportunities for improvement.
 - Manages organizational contractors, vendors, and associated contracts and agreements.
 - Performs any other duties that contribute to a smoother workflow and/or increase efficacy.
- Serves as the internal leader of the organization.
 - Leads, supports, and manages the program and team leads.
 - Develops and leads the performance management process that measures and evaluates progress against goals for the organization.
 - Works with program leads to increase key impact measurements, build and maintain programmatic partnerships, and support any other needs.
 - Instills a human capital development culture through a variety of means including training, development, compensation and benefits, employee relations, performance evaluation and recruiting.

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- Supports Executive Director and Board of Directors on development and implementation of strategic plan, topical implementation plans, annual budget, fundraising calendars, grants management, and other organization-wide activities.
- Leads coordination and integration of efforts among operations, communications, and programming to produce smoother workflow.
- Projects a positive image of the organization to employees, constituents, and community.
- Performs other duties as assigned.

SOUND LIKE YOU?

Individuals that can check off most of the skills, mindsets, and experience below are encouraged to apply:

- Belief in the ability of young people to change the world
- Commitment to equity and desire to elevate the voices of individuals and communities who tend to be furthest from the decision-making tables
- Attention to detail and high level of organizational skills
- Process-oriented and ability to develop and maintain effective systems
- Strong written and oral communication skills
- Ability to independently manage multiple tasks and projects
- 5 years of experience managing effective teams
- 2 years of experience in a similar role

BENEFITS

- Salary range \$75,000 - \$90,000
- Health insurance (50% covered by employer)
- Flexible scheduling
- 15 days of PTO annually
- 14 paid holidays
- 6 days of paid sick leave
- 16 hours of paid volunteer time annually
- Some work from home (2-3 days/week currently, subject to change)
- \$500 annually for professional development
- Paid parental leave

HOW TO APPLY

Submit your resume and anything else that you feel would support your application (optional) to jobs@youthroots.org by September 10, 2022. Please use subject line "Director of Operations - (your name)".

WHAT TO EXPECT

- Step 1: Apply - Submit your application.
- Step 2: Brief Call - Our team will contact you to invite you to a brief Zoom call. Access to a device and internet during this call is necessary.
- Step 3: Interview - Select candidates will be contacted for a 1 hour interview.
- Step 4: Job Offer - YouthRoots will reach out with a job offer to join our team.