

JOB DESCRIPTION

Title: Operations Manager
Salary Range: \$43,000 - \$58,000
Status: Exempt
Report to: Chief Executive Officer

Summary of Responsibilities:

This position requires knowledge of business operations, operation management, leadership skills, project management, grant management, and the ability to analyze and provide oversight. Significant skills in the areas of problem analysis and resolution, consensus building, group facilitation, strategic planning, and leadership are required.

A large part of our organizational duties pertains to outreach which consists of assisting families in the office and families in our communities. Therefore, participation in our outreach events is required of all employees. This not only helps our families but builds our efforts as a united team at the ELCIRMO (Early Learning Coalition of Indian River, Martin and Okeechobee Counties).

Essential Job Functions:

- Monitor compliance, to include, but not limited to, SR/VPK (School Readiness / Voluntary Pre-Kindergarten), local funder grant agreements, vendor contracts, and records requests
- Monitor compliance and update as needed/required and submit the ELC's (Early Learning Coalition) Plan of service, policies and procedures relating to SR/VPK
- Coordinate updates and submit, as appropriate, collaborative agreements, Coalition Annual Report, and the Coalition COOP (Continuity of Operations Plan)
- Monitor and update coalition website
- Identify, define and acquire philanthropic funding resources available to the organization;
- Implement and monitor progress toward short- and long-term strategies and goals for the development program
- Work with organization staff to develop and update marketing, messaging and communications, including setting and monitoring branding guidelines and creating mass communication pieces for distribution
- Serve as a public representative of the organization, including cultivating relationships with community members, prospective volunteers and supporters to build awareness of and commitment to ELCIRMO's mission
- Maintain a close working relationship with the Chief Executive Officer, Board of Directors, and committees as it pertains to operations, marketing, funding, and events for the organization
- Produce and review standard and requested reports
- Research, assimilate and review documentation related to Coalition activities as needed
- Assist in development and implementation of goals, policies, priorities and procedures
- Understand and apply activity to appropriate funding sources and Other Cost Accumulators (OCA's)

The duties and responsibilities listed above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related, or a logical assignment to the job.

Essential Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relationships with Coalition membership, staff, funders, and the general public.
- Demonstrated competence in leadership, management, teamwork
- Knowledge of Florida Statutes and procedures governing early learning programs
- Ability to monitor adherence to local, state, and federal rules, regulations, and policies
- Ability to supervise personnel
- Ability to plan and conduct meetings and to speak effectively in public
- Ability to organize information, materials, and ideas for effective program management, to analyze situations accurately, to problem-solve, and to make decisions.
- Ability to reach consensus on complex issues.
- Self-directed, motivated, and ability to effectively manage in a multi-task environment.
- Basic computer skills, further knowledge of Microsoft Office suite encouraged.
- Knowledge of office procedures and equipment including the application of electronic data processing and working in a web-based environment
- Effectively communicate and present information and respond to questions from diverse audiences including managers, parents, providers, and the general public
- Ability to express ideas effectively verbally and in writing, to write reports, and to compose correspondence.
- Attention to detail and high degree of organization is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender, or disability.
- Ability to travel in a personal vehicle throughout the three counties
- Ability to work a flexible work schedule, including evenings and weekends, if needed

Qualifications:

- Associates Degree and a minimum of two years related experience. Previous work with the public in a social service setting is preferred. Bachelor's Degree may be substituted for required experience.
- Must possess a valid Florida driver's license with no record of criminal driving offense or license suspension.
- Must successfully complete a Level 2 background check.

Essential Physical Skills:

- Ability to sit at a desk for extended periods of time while performing job functions.
- Ability to operate a keyboard, or similar data entry device for extended periods.
- Frequently required to use hands to finger, handle or feel and arms to reach for items.
- Ability to bend, kneel, and stoop for retrieving supplies or miscellaneous items.
- Must possess auditory, verbal and visual capabilities in order to adequately communicate via phone and in person.
- Must be able to lift, push, pull and carry up to 15 pounds.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Environmental Conditions:

- Office environment with occasional increased noise levels
- Occasionally outdoors event

DFWP - EOE

Employee Signature

Date

Supervisor Signature

Date