

Planting Roots Director of Operations Job description

Director of Operations

Reports To

The Director of Operations will report to the Executive Team.

Job Overview

The Director of Operations is responsible for all areas of Operations, including fundraising and recruiting. She will coordinate and develop a team to manage finances, state registrations, human resources and strategic planning. She will meet regularly with her team. She will be the point person for all Operations duties.

Responsibilities and Duties

A. General Responsibilities

1. Support the vision and mission of Planting Roots.
2. Develop a team to complete Operations tasks including finance, human resource management, compliance, and strategic planning.
3. Organize and participate in monthly Senior Staff Meetings, including submitting an Operations Team Report.
4. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization

B. Job-specific Responsibilities,

1. The Director of Operations will:
 - a. Manage and maintain the calendar and google drive for PR.
 - b. Organize meetings and remind staff when necessary. Collect staff team reports and develop agenda for senior staff meetings. Write and publish minutes of senior staff meetings.
 - c. Collect Operations team reports and encourage Operations team. Coordinate with administrative assistants on each team to encourage communication and streamline processes. In the absence of administrative assistants for a team, she will provide the team leader with administrative support.
 - d. Archive organizational information as necessary. Write and maintain job descriptions.
 - e. Develop and maintain a team for fundraising.
 - f. Recruit new staff and encourage new staff.
2. During events, the Director of Operations will communicate with Logistics Coordinator to assist with registration as needed.
3. During staff retreats, the Director of Operations will communicate with the Director of Leadership development to assist with logistics and planning.

4. Operations Specific:
 - a. Provide assistance for Operations team as needed, during leave or sabbaticals.
 - b. Update handbook annually, then collect Signature pages, update headshots and bios annually for all staff.
 - c. Develop strategies for growing fundraising as well as networking with other nonprofit organizations.
 - d. Develop strategy for coordinating with admin assistants on each team.
 - e. Recruit members for the Operations team including an assistant to record minutes as executive team meetings and senior staff meetings.

Qualifications

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.
- Financial Commitment: Attend all conferences as able. Attend Staff Retreat every other year, as schedule allows..
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of three years' experience in leadership, preferably in the context of ministry. Familiarity with online social media and website platforms a plus. Works well with a team, especially in a remote capacity. Experience in organizing data and using google drive. Willing to work with a variety of personalities and maintain contact with staff in remote locations.