

Director of Operations

Job Type: Full-Time

Non-Exempt

Location: Albany, Georgia

Salary: SOWEGARising values equity, transparency, and clarity in pay. Consistent with SOWEGA Rising's compensation philosophy there is a set salary range for this role: **\$65,000-75,000**

In addition to salary, SOWEGARising also has a generous-rewards package that includes: medical, and a retirement benefit program.

Physical Requirements:This position is based in an office setting and requires regularly being able to sit or stand and perform computer-based work with occasional lifting of 25 pounds or more.

SOWEGA Rising is a nonprofit, nonpartisan advocacy organization whose mission is to mobilize people and resources to improve the quality of life for marginalized Southwest Georgians. SOWEGA Rising is an equal-opportunity employer with equity at the center of all that we do.

We are looking for a strategic and resourceful Director of Operations to join SOWEGARising. This is an exciting opportunity for someone who has a commitment to equity and extensive experience in nonprofit management and community-based programming.

Our Director of Operations will have the unique opportunity to provide internal support to both the Executive Director and staff in a nonprofit setting while contributing to impactful organizational projects that enable SOWEGA Rising to grow and diversify our audience as we work to engage our membership base and volunteers to improve the quality of life for marginalized Southwest Georgians.

This role reports to the Executive Director and is located within the Southwest Georgia area, with the expectation to travel to occasionally, as needed. This is a full-time role with the expectation to work in person in a standard office environment. Some evening or weekend hours may be required.

Responsibilities

***This is a summary of the typical functions of the job, not an exhaustive list of all possible responsibilities, tasks, and duties. Other duties may be assigned at anytime.**

Provide Organizational Support

- Play a key role in strategic planning, developing an inclusive process that engages the staff, board, and partner organizations.
- Organize and prepare staff for regular recurring meetings.
- Works directly with program staff to develop program budgets and ensure they are adhered to
- Generates necessary reports for other department leadership and the Executive Director
- Refine and maintain internal communications systems to ensure that staff have the information they need to best serve partners and meet their goals
- Provide trainings on new policies or tools to meet the individual needs of staff to successfully fully adopt the new process or tool
- Proactively identify and address internal opportunities and challenges
- Manage key projects and special initiatives related to organizational

growth

Provide Programmatic Support

- Set goals and manage staff to improve the efficacy of the organization
- Develops and implements work plans and objectives for the organization
- Analyze organizational needs to guide and direct staff to meet program and administrative requirements
- Regularly meets with the team, provides feedback, connects team members to professional development opportunities, and works with Executive Director to assist with annual evaluations for staff.
- Create metrics to measure and make recommendations to Executive Director on staff performance using Key Performance Indicators (KPIs)

Assist with Strategic Planning

- Support senior leaders in overseeing SOWEGA Rising's programming
- Lead staff in long-term program planning, establishing outcomes and clear project plans
- Work with the senior leadership team to develop and evaluate program strategies and goals
- Work with external partners to harness resources for SOWEGA Rising including but not limited to opportunities for employment, enrichment opportunities and enhanced educational opportunities
- Spearhead the creation of the annual impact report

People Management

- Collaborate with the Executive Director to conduct staff planning, team design, career progression, grant and resource allocation
- Lead hiring processes for open or newly-established positions
- Manage on-boarding and training processes for newly-hired staff
- Support staff team in hiring and onboarding new interns
- Carry out staff recognition activities
- Identify and coordinate opportunities for team-based and individual professional development among staff (and board members as needed)
- Coordinate annual board and staff retreat, including soliciting input for agendas, identifying facilitator(s), and coordinating logistics
- Oversee employee benefits plans, including annual renewal/change processes

Development and Fundraising

- Represent SOWEGA Rising as appropriate with stakeholders, partners, and funders
- Assist Executive Director with annual budgeting process and creation of fundraising plans and strategies
- Articulate to Executive Director programmatic and operational needs as it pertains both current and potential grants
- Work with the Exec. Director. to monitor and manage all program budgets
- Oversee regular financial activities and operations: prepare and process vendor payments and invoices weekly
- Review and process expense reports from staff; support the preparation of monthly financial records (Ex: Liaising with accounting to pull a monthly financial report.)

- Assist Exec. Director with grant tracking, billing expenses to grants appropriately, and prepare financial reports
- Lead individual donor cultivation, maintenance, and recognition activities

Requirements for the role:

- A commitment to Commitment to the mission and values of SOWEGARising, with a passion for supporting the growth of the organization
- Demonstrated program management and supervisory experience supporting a campaign, non-profit, government, or related organization's executive team, board of directors, and staff
- Receptive to feedback and awareness of your strengths and areas for growth
- Highly reliable and punctual
- Comfort with making tough strategic decisions
- Experience with invoicing and contract management, ensuring accuracy and compliance.
- The ability to maintain a high degree of confidentiality and discretion
- Access to reliable transportation
- The ability to work some evenings and weekends

You will flourish in this role if you have:

- Bachelors degree in Business Administration, Non-Profit Management, or Organizational Leadership (highly preferred) or proven work experience commensurate in years and expertise. Experience working in the nonprofit sector is a plus.
- Persuasive interpersonal and communication skills: the ability to communicate effectively and diplomatically with colleagues, board members, funders/donors, volunteer, and other key stakeholders
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously; strong ability to manage to deadlines and follow up as necessary
- Knowledge of diverse groups, experience working with a multicultural workforce, and sensitivity and appreciation of cultural differences The ability to build relationships and bring people together to work towards a common goal
- Excellent written and verbal skills
- The ability to maintain a high degree of confidentiality and discretion
- Strong problem-solving skills and willingness to look at processes/tasks with an eye towards innovation
- Familiarity with various digital tools such as Google Suites or Microsoft Office

How to Apply:

- Please send a resume with "Your Name— Director of Operations" in the subject line at to recruitment@sowegarising.org.

SOWEGA Rising is an equal-opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that

qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.