



ALABAMA POSSIBLE OPERATIONS DIRECTOR POSITION ANNOUNCEMENT

ALABAMA POSSIBLE Alabama Possible is a statewide nonprofit organization that works to remove barriers to prosperity through advocacy, education, and collaboration.

Alabama Possible's budget has grown from \$120,000 to \$550,000 in the last five years.

Operations Director is a new position and the successful candidate will manage Alabama Possible's day-to-day operations by overseeing the creation, coordination, and implementation of effective systems to manage programs, personnel, finances, and operations.

The Operations Director will report to the Executive Director, supervise two program managers, and manage the entire team, including three AmeriCorpsVISTA volunteers, independent contractors, and college and adult volunteers.

Alabama Possible builds educational equity through the following program areas:

Research: We annually publish the *Poverty Data Sheet*, a comprehensive graphic resource that highlights statewide poverty rates and data related to educational attainment, employment, and food security.

Engaged Learning: We promote engaged learning that combines classroom instruction with thoughtful community and civic engagement. We support relationship-building among our higher education members through statewide events including our annual *Hungry for Justice* and *Lifetime of Learning* conferences.

Poverty Simulations: We facilitate *Poverty Simulations*, which increase participants' understanding of the hardships and emotional toll experienced by low-income families. Through role-playing, participants must try to provide food, clothing, shelter and other basic needs for themselves and their "families".

College Access and Success: Our college access and success programs include the *Blueprints College Access Initiative* and *Cash for College*. Both programs promote and build educational equity for low income, minority, and first generation college-going students across the state of Alabama. Through the *Blueprints College Access Initiative*, we team students with near-peer mentors who equip them to make structured decisions about their postsecondary options and support them as they navigate the college admissions process. Through *Cash for College*, we work to increase the number of students completing the Free Application for Federal Student Aid (FAFSA).

Reducing poverty through collaboration, education and advocacy

The Operations Director will manage the following functions:

1. With the Executive Director, **manage all financial and business planning activities**, including:
 - a. Facilitate the strategic planning process and administer efforts to operationalize the plan once written
 - b. Oversee reporting and monitoring of organizational performance metrics
 - c. Administer all financial plans and provide overall financial oversight and monitoring of accounting practices
 - d. Facilitate organizational budgeting process
 - e. Review and analyze financial reports
 - f. Ensure that relevant and accurate financial data is presented to the ED and Finance Committee of the Board of Directors
 - g. Oversee business policies and best practices
 - h. Support and advise the ED in decision making
2. **Manage the human resource function** including:
 - a. Recruit new team members
 - b. Administer payroll and employee benefits program
 - c. Ensure that team members have appropriate professional development opportunities, including developing an onboarding protocol
 - d. Ensure that employee performance is evaluated annually
 - e. Develop and implement retention strategies
 - f. Oversee regulatory legal compliance efforts
3. **Oversee administrative functions** including:
 - a. Ensure smooth daily operations of physical facilities and equipment
 - b. Procure and monitor business insurance
 - c. Manage the maintenance of information systems and infrastructure, including hardware and software
4. **Provide administrative support to Board of directors:** At the direction of the ED, provide staff support and facilitation for Alabama Possible board meetings and act as staff liaison to working board committees including Finance Committee, Strategic Planning Task Force and Standards of Excellence Task Force.
5. Enthusiastically perform **other duties as assigned** to meet organizational goals and objectives.

Representative Skills Desired

- Excellent written and oral communications skills
- Exhibits strong attention to detail
- Initiates activities and works independently
- Able to collaborate and work on teams
- Deadline-oriented and shows initiative in taking on new tasks and projects
- Demonstrated experience working in diverse environments
- Sense of adventure and ability to adapt to dynamic situations
- Able to seek out information, solutions to problems, and other relevant opportunities
- Able to learn to and utilize a variety of information technologies competently; exceptional Microsoft Office skills required; QuickBooks, ETapestry, and Salesforce experience a plus

Requirements

- At least seven years of professional, full time work experience. Graduate study does not substitute for work experience
- Bachelors degree from an accredited institution; masters or professional degree strongly preferred
- Willingness to work weekends and evenings and travel throughout Alabama as needed
- Possession of a valid driver's license, a reliable car, and proof of current automobile insurance
- Complete and pass all background checks and clearances

Compensation

- \$40-50,000/year commensurate with experience
- Health and dental insurance provided by the organization; vision coverage also available
- Matching Simple IRA contributions after waiting period
- Long-term disability insurance after waiting period
- Generous vacation, sick leave, and paid holiday schedule

To apply, submit your cover letter and resume to Kristina Scott via email to kscott@alabamapossible.org with "Operations Director" in the subject line.