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**Collaborative Solutions, Inc. is seeking applicants for the following position: Director of Administration & Operations.**

***Mission: Collaborative Solutions works in partnership for the empowerment of human service organizations and communities in order to positively impact special needs populations.***

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Collaborative Solutions, Inc. (CS) is seeking applicants for the position of Director of Administration & Operations. The Director is responsible for administrative services, operations and operational processes, project management and governance.

***Education Requirements***

Master's degree in social work, public health, related human services, nonprofit management, business administration, or other related field required.

***Position Requirements***

- Ten years of experience with exceptional skills in nonprofit program and project management; federal, state, and or local grants and contract administration, and staff supervision
- Previous experience and proven ability to manage a department and program budget
- Experience with business development including grant writing, relationship development, and marketing
- Experience with financial and grants management
- Experience with Human Resources
- Ability to work collaboratively with a team and provide expertise to accomplish the mission of the agency and its programs
- Able to multitask and prioritize multiple deliverables at any given time
- Skilled technical writer

CS is an equal opportunity employer. Position is full time. Position is local to Birmingham, AL.

Send cover letter with salary requirement, resume, and references to Sharon Fenstermaker at [sharon@collaborative-solutions.net](mailto:sharon@collaborative-solutions.net).