



**Position Title: Director of Operations**

**Reports To: Executive Director**

**Classification: Full time**

**Salary**

**Summary:** The Hub Coalition is a nonprofit 501(3) organization with the mission of reducing substance use by providing resources to enhance the quality of life in Porter County. The Hub strives to support local initiatives by partnering with community agencies addressing substance use disorders and unintended consequences. The Hub is part of the Governor's Commission for a Drug Free Partnership that provides funding to community level projects. Additionally, The Hub is responsible for local, state, and federal grants for multiple year initiatives totaling over \$1 million per year.

The position opening allows for the right individual to assume the position of Executive Director as a component of the succession strategy.

**Essential Duties and Responsibilities:**

- Oversee grant coordinators ensuring that activity plan and reporting are aligned with timeline. Daily interaction with grant staff, weekly staff meetings and monthly training and resource opportunities.
- Daily interaction with membership coordinator to ensure metrics are met for coalition capacity building by recruiting monthly member quota, orienting new members, maintaining relationships, assigning meaningful volunteer activities.
- Personnel oversight including timely submission of weekly timesheets and reports, coordination with accountant for payroll, PTO scheduling and approval, performance evaluations, orientation, termination, and update employee handbook as required. Determine key performance indicators measuring team performance.
- Coordinate with accountant to map out annual documentation for entity renewals, state and federal tax submission, rental lease, quarterly grant reporting, government portals, budgets and records of expenses and reimbursements.

- Coordinate with accountant for 2 monthly meetings to prepare and categorize invoice and receipts for payment, in-kind balances, budgets, and balance sheet.
- Oversee the annual marketing plan, creative direction, and printing/distribution of material on a schedule to ensure grant compliance. Knowledge, experience, or aptitude to update website, social media platforms, quarterly e-newsletter
- Oversee social media timeline, creative content, implementation, analytics, and evaluation for monthly reporting.
- Coordination and preparation of meetings with knowledge of Roberts Rules of Order, agenda, meeting minutes, and meeting prep.
- Serve as a central point of contact for Executive Director, grant managers, coalition members, committees, grantees, agencies, and partners.
- Oversee Matters of Substance podcast weekly scheduling, editing and distribution.
- All other roles and responsibilities as assigned by the Executive Director.

### **Job Requirements:**

- Graduate of a four-year accredited college or university with a degree in public health, administration, communication or non-profit required. Advanced degrees of MPA, MPH or MBA are preferred.
- Experience working in a non-profit organization. Must have intimate knowledge of the communities and the structure as well as a vast latitude of relative contacts.
- Knowledge of behavioral health: substance use disorder, co-occurring disorder, and general mental health indicators.
- Experience in community partnerships, able to write, research and execute complex clerical requests.

### **Skill Preference:**

- Experience in organizational design, development, and high level of “soft skills”
- Experience managing coalition structure, grant process, and research.
- Experience in project management.
- Leadership, problem solving to increase personnel productivity.
- Common sense

### **Personal Work Relationships:**

Candidate should be highly adaptable and with the ability to work effectively both independently and collaboratively with other members of a cross-functional team.

### **Physical Effort:**

Office environment, standing, sitting, walking, lifting between 10-30 pounds, speaking, hearing and manual dexterity.