



## **DIRECTOR OF OPERATION POSITION.**

### **Purpose of Job/Key objectives.**

The Director of Operations is a key part of Casa Azul of Greensboro who understands all aspects of the organization and works closely with the Board of Directors. Reporting to the Board of Directors, the Director of Operations will oversee the day-to-day operations of Casa Azul, it includes marketing, fundraising, programmatic, and logistics, among others.

The Director of Operations will implement the infrastructure and systems needed to support strategic objectives and provide staff leadership. S/he is accountable for executing Board approved priorities and policies. S/he has the overall responsibility for the financial, programmatic, and operational management of Casa Azul of Greensboro necessary to fulfill our mission, to achieve Board approved outcomes, to secure necessary resources, to ensure wise stewardship of those resources, to promote Casa Azul within the community, to serve the needs of our patrons, and to uphold our values and the highest ethical standards in the execution of these duties.

The Director of Operations will be involved in a range of strategic planning and internal initiatives. S/he will work to strengthen Casa Azul's financial position and other items as required. S/he will continually evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities.

**About Casa Azul of Greensboro:** Casa Azul of Greensboro is a non-profit organization whose mission is to provide the environment and resources for creative expression of Latino culture in our local community through projects and partnerships.

### **Focus Areas and Allocation of Time**

1.-**Operations:** Manage and direct operations team to achieve business targets. Assist in developing or updating standard operating procedures for all business operational activities. Provide operational support and guidance to staff. Assist in developing operating budget. Monitor and control expense according to allotted budget. Maintain accurate and clear documentation for operational procedures and activities. Work in compliance with Casa Azul's policies and procedures.

2.-**Financial development:** Engage current and potential donors in the future of Casa Azul by building awareness of the organization. Ensure stewardship of donors and their contributions and providing donors with acknowledgement, information, and recognition of their support. Budget development,

grant writing and fundraising efforts to grow the organization and become financially stable and sustainable.

**3.-Representing Casa Azul with Community Stakeholders.** The Director of Operations represents Casa Azul in carrying out our mission. This person is the first line of communication with the outside world as s/he develop relationships with elected officials, government employees, civic, faith-based and community organizations, the media, and professional colleagues. The Director of Operations is an active participant in our community on matters that have impact on the continued success of Casa Azul.

**4.- Staff & Volunteers:** Since Casa Azul relies on volunteers to handle various responsibilities, the Director of Operations will work closely with the Coordinator of Operations to manage volunteers (recruiting, training, introducing them to the organization, etc.). S/he will develop and lead the staff in the management structure and volunteer workforce.

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Improve the operational systems, processes, and policies in support of Casa Azul's mission
2. Plan and monitor the day-to-day running of business to ensure smooth progress
3. Play a significant role in long-term planning.
4. Partner with accountant to oversee overall financial management, planning, systems and controls.
5. Management of Casa Azul's budget in coordination with the Board of Directors
6. Development of individual program budgets and work with Coordinator of Operations to oversee the processes and coordinate material and resources allocation
7. Provide oversight for grant funded projects and fundraising initiatives
8. Payroll management.
9. Organization of administrative and fiscal documents (including making bank deposits, disbursement of checks for agency expenses, etc.)
10. Regular meetings with Executive Committee around fiscal planning.
11. Revise and/or formulate policies and promote their implementation
12. Manage relationships/agreements with external partners/vendors
13. Evaluate overall performance by gathering, analyzing and interpreting data and metrics
14. Ensure that Casa Azul runs with legality and conformity to established regulations

**Qualifications and Skills:**

- Previous experience as Director of Operations or equivalent position desired
- Previous experience in non-profit organization desired

- Working knowledge of the arts, a bonus
- Excellent problem solving, organizational, and leadership abilities
- Excellent oral and written communication skills.
- Prior supervisory and budget management experience including in-depth knowledge of diverse business functions and principles (e.g. finance, customer service, etc.)
- Outstanding communication and people skills
- Ability to look at situations from several points of view
- Strong computer skills including familiarity with Microsoft Word, Excel, Mailchimp, and other commonly used software.
- High comfort level working in a diverse environment

**Requirements:** Bilingual- Spanish English, written and verbal fluency. This is a part-time position of approximately 20 to 25 hours per week including some weekends or evenings. The successful candidate will have potential to grow with the organization and have opportunities for professional development.

Submit resume and cover letter: by email at [info@casaazulgreensboro.org](mailto:info@casaazulgreensboro.org).

**Deadline for Submitting applications: FEBRUARY 10<sup>TH</sup> by 5:00 p.m.**

**Salary:** Based on experience and qualifications

**Probation Period:** 6 months

***The above position description is intended to describe general roles and responsibilities of the position being performed. It is not intended to be construed, as an exhaustive list of all duties, skills, and responsibilities of the position.***