DIRECTOR OF OPERATIONS

Job Description:

The **Director of Operations** is responsible for an organization’s daily operations and is part of the executive leadership in a company. A Director of Operations can be the sole person in charge of operations in a smaller company, or one of many directors in a large company who focus on a specific area. Specific job duties of a can include creating business strategies, setting performance goals, supervising daily operations, evaluating company performance, and cultivating partner relationships. They assess company metrics and present relevant data to other executives as well as the board of directors. The Director of Operations reports to the CEO or to the COO if they are part of a larger company.

Job Responsibilities:

* Design and implement business strategies, plans and procedures
* Set comprehensive goals for performance and growth
* Establish policies that promote company culture and vision
* Oversee daily operations of the company and the work of executives (IT, Marketing, Sales, Finance etc.)
* Lead employees to encourage maximum performance and dedication
* Evaluate performance by analyzing and interpreting data and metrics
* Write and submit reports to the CEO in all matters of importance
* Assist CEO in fundraising ventures
* Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
* Manage relationships with partners/vendors
* Collaborate with the CEO in setting and driving organizational vision, operational strategy, and hiring needs
* Translate strategy into actionable goals for performance and growth helping to implement organization-wide goal setting, performance management, and annual operating planning
* Oversee company operations and employee productivity, building a highly inclusive culture ensuring team members thrive and organizational outcomes are met
* Ensure effective recruiting, onboarding, professional development, performance management, and retention
* Adhere to company, federal, state, and local business requirements, enforcing compliance and taking action when necessary
* Analyze internal operations and identify areas of process enhancement
* Develop actionable business strategies and plans that ensure alignment with short-term and long-term objectives developed in tandem with the CEO
* Directly oversee operations, HR, and accounting, and partner with the CEO on sales management to budget for sufficient investment capital to achieve growth targets over the near term
* Aggressively manage capital investment and expenses to ensure the company achieves investor targets relative to growth and profitability
* Monitor performance with tracking and establish corrective measures as needed, and prepare detailed reports, both current and forecasting
* Maintain and build trusted relationships with key customers, clients, partners, and stakeholders

Job Qualifications:

* Bachelors in operations management or related field
* Masters in operations management or related field preferred
* Additional related certifications preferred
* Experience as a Director of Operations

Opportunities as a Director of Operations or are available for applicants without experience in which more than one a Director of Operations is needed in an area such that an experienced a Director of Operations will be present to mentor.

Job Skills Required:

* Thorough knowledge of operating procedures
* Thorough knowledge of safety regulations
* Leadership skills, with steadfast resolve and personal integrity
* Understanding of advanced business planning and regulatory issues
* A solid grasp of data analysis and performance metrics
* Be able to diagnose problems quickly and have foresight into potential issues Ability to assess and interpret financial reports
* Resourcefulness and independently problem solve
* In-depth knowledge of different business functions such as HR, Finance, marketing etc.
* Awareness of strategic planning and business development
* Good knowledge of data analysis and KPIs
* Familiarity IT/Business infrastructure
* Outstanding organizational and time management skills
* Excellent interpersonal and leadership skills
* Great communication and presentation skills
* Ability to resolve staff issues