

Job Description

DIRECTOR OF OPERATIONS & ADMINISTRATION

NATIONAL COUNCIL OF JEWISH WOMEN – ST. LOUIS SECTION

- I. **Job Title:** Director of Operations & Administration
- II. **Reports To:** Executive Director
- III. **General Objective:** Provide direct support and services to the Executive Director in the areas of facility management, human resources and staffing, finance and budgeting. Supervise Program Directors as necessary in relevant program areas.
- IV. **Position Description:** Serve as the day to day manager of all operations within the building including, but not limited to building operations and staff supervision. Works directly with the Board Treasurer to prepare monthly reports and assist with the budget and audit process. Manages all human resource/benefits functions as well as payroll.
- V. **Specific responsibilities include:**
 - A. **Building Management**
 - Oversee general maintenance and janitorial operations
 - Assure that landscaping/snow removal is handled in a timely manner
 - Develop written procedures for building operations
 - Manage all security processes and oversee maintenance of equipment
 - Provides for effective development, maintenance and protection of all NCJW STL property.
 - Forecasts the need for financial resources for renovations and capital improvements and develops implementation plan.
 - B. **Finance**
 - Assist in budget development, implementation and reporting in cooperation with the appropriate volunteer leadership
 - Approve expenditures
 - Process payroll
 - Prepare monthly reports with Board Treasurer
 - Work with Auditor to prepare all reports as necessary to complete the audit
 - C. **Human Resources**
 - Prepare and maintain all new employee paperwork and appropriate files
 - Provide direct employee supervision as assigned
 - Assure that all benefits that are provided to staff are competitive in the market place
 - Coordinate and prepare benefits packets for all employees
 - Conduct annual reviews as assigned

- Manage an employee issues as necessary
- D. Administration
- Manage all filing systems online and hard copy
 - Maintain appropriate archives of NCJW
 - Maintain records as required by law and policy
 - Oversee general office operations
 - Develop and maintain operating policies
 - Assures that appropriate insurance coverage is purchased to protect NCJWSTL.
- E. Attend evening NCJW Executive and Board meetings and other meetings/programs as may be required.
- F. Represent NCJW at community meetings/collaborations as necessary.
- G. Work with other projects as assigned.

IV. Qualifications include:

- A Bachelor's degree, Masters in Non-Profit, Social Work or other preferred.
- At least five years experience.
- Strong organizational skills.
- Must be highly organized, flexible, detail oriented, self-motivated and familiar with multiple software applications
- Excellent written and verbal communications skills.
- Experience working with volunteers.
- Ability to work collegially on a team and with an entrepreneurial spirit.
- Must be proficient in MS Office.
- Must be comfortable representing NCJW in a variety of community coalitions and collaborations.

This is a full time exempt position. Benefits include health insurance, life insurance, PTO. Some evening and weekend work is required.

NCJW-St. Louis is an equal opportunity employer.