



## Senior Director of Operations

<b>Type:</b>	Hourly at 40 hours per week
<b>Reports To:</b>	Reporting to Chief Executive Officer
<b>Location:</b>	Primarily on site in Duvall, some remote possible
<b>Hours:</b>	Weekdays, limited weekend and evening work for special events
<b>Wage:</b>	Salary range \$90,000 to \$110,000 depending on experience
<b>Benefits:</b>	Comprehensive benefits package: Medical, dental, vision, FSA, HSA, term life, AD&D insurance, 403(b) plan, sick leave, 9 holidays, 4 personal days, 15 vacation days, employee assistance program.

*At Acres of Diamonds, we are champions for moms and kids experiencing homelessness, poverty and abuse. We believe every mom and child who finds themselves without a safe place to call home deserves the opportunity to be free from the cycle of trauma. We are a Christian ministry committed to helping moms and kids rewrite their stories and make lasting change. We believe in the dignity of every one of our moms and kids, and we are dedicated to providing them the support, resources and encouragement they need to be fully who they were meant to be, who God created them to be. They are diamonds of great worth.*

*Our work is to come alongside each mom and her children and help them heal. We believe this work cannot be limited to simply providing housing. She needs so much more. She needs counseling for herself and her children and a safe place to heal from the significant trauma in their lives. She needs training to manage a budget, to learn how to find and maintain employment, and to manage a safe home. Her child needs safe childcare, counseling, and opportunities to learn new ways to deal with all of the big emotions that come with surviving so many hard things. But most of all, they need to experience healthy relationships and learn how to build and maintain them, and this is woven into everything we do.*

### **POSITION SUMMARY**

Acres of Diamonds is in search of an experienced Senior Director of Operations who will provide support to the Chief Executive Officer by ensuring efficient and productive day-to-day operations of the organization while overseeing the finance, human resources, information technology, and office functions. A successful candidate will have excellent and effective leadership, organizational, administrative, and strategic skills. While collaborating with other Senior directors to ensure goals and strategies are accomplished, this Sr. Director of Operations will also be responsible for developing and implementing operational procedures and systems to better serve our staff and the community of support for moms and kids experiencing homelessness.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Develop, implement, and monitor day-to-day administrative systems and processes.
- Collaborate with other senior directors and vendors to make decisions regarding administrative activity and strategic goals.
- Plan, develop, and monitor key metrics to ensure responsible stewardship of and to provide critical strategic information and support to all levels of leadership to support strategic decision making.
- Develop, modify, and implement organization's administrative policies and procedures working with the leadership team to ensure organizational alignment.
- Lead the human resources department in staff management, hiring, employee training programs, and engaging organizational culture based on Acres of Diamonds values,
- Lead the finance department to ensure both internal and external compliance to all Federal, State, and local statutes, full compliance, internal implementation, and Acres Leadership understanding of necessary changes.
- Lead the information technology department and manage the relationship with our external IT provider to ensure the best use of technology to achieve the organization's goals, increase productivity, and optimize processes.



- Work with the CEO and Leadership team to support the development and implementation of all financial goals and objectives and support CEO in all aspects of financial reporting to Senior Leadership, CEO and Board.
- Support Senior Leadership in the development and monitoring of critical financial reporting and management.
- Provide staff support to advance the goals or projects of the Board of Directors where they align with areas of responsibility.
- Manage special projects as needed.
- Other duties as assigned.

### **SKILLS AND ABILITIES**

- Have a strong sense of our mission and be aligned with Acres of Diamonds values.
- Personal relationship with Jesus Christ.
- Proven leadership experience with evidence of ability to both lead independently and to collaborate effectively.
- Ability to prioritize and balance the presentation of critical organizational data while maintaining healthy relational interactions, and mission priorities.
- Knowledge of multiple operational functions and principles, including finance, human resources, information technology department, employee relations and management.
- Proven ability to plan and manage operational processes for maximum efficiency and productivity.
- Ability to streamline or implement structures and roles that boost speed and efficiency while supporting rapidly shifting organizational demands.
- Experience in developing, implementing, and managing budgets and business plans.
- Competency in Teams, Microsoft Word, Excel, Outlook, and internet navigation.
- Excellent written and verbal communication.

### **REQUIREMENTS**

- Bachelor's degree (or equivalent) in business administration or related field.
- Minimum of ten years' experience working in an operations role and a minimum of five years in a management or leadership role.
- In-depth knowledge of data analysis.
- Able to pass a background check.
- Have a valid driver's license, automobile insurance, and reliable transportation.
- Able to maintain strict confidentiality of sensitive information.
- Able to perform the physical requirements of the role that include moving about the office and up and down stairs, operating office machinery, talking on the phone and in person, carrying packages.

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Acres of Diamonds is a Christian 501(c)(3) organization where homeless women, and their children receive the help and resources they need to build lasting, healthy lives.

*It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission, and character of Jesus Christ.*

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Send Resume and Cover Letter to [hire@acresofdiamonds.org](mailto:hire@acresofdiamonds.org). Only qualified candidates will be contacted.