

# JOB POSTING

---

## Director of Operations

---

Job Posting Dates: **December 18, 2017** through and including **January 5, 2018**

Position is:  Full-Time  Part-Time  Temporary

Workdays: **Monday-Friday, some weekends & evenings** Hours: **9:00-5:00**

Salary w/ full benefits: *Rate Depends on Experience*

**Job Summary:** The Director of Operations collaborates with the Executive Director and Director of Programs to develop strategic objectives and program goals commensurate with the Syracuse Northeast Community Center (SNCC) mission. This position is responsible for program and agency budgets, financial forecasting, some grant writing, grant and contract management, program staff supervision, and working with community partners.

**Essential Job Duties and Responsibilities:** (Additional duties may be assigned)

**Finance:** Works in partnership with the Executive Director to ensure financial accountability and long-term stability.

**Fund Development:** Strengthens SNCC's financial position by serving as one of SNCC's chief fundraisers.

**Personnel:** Works with the Executive Director to mentor and supervise key staff, which includes administering human resource practices.

**Organizational Capacity:** Helps lead organizational growth, to include strategic planning, with the Executive Director.

**Community Relations and Advocacy:** Ensures SNCC is constantly involved in and influencing community discussions that affect neighbors and stakeholders.

**Board Support:** Assists with Board of Directors meetings and collaborates with both Finance and Fund Development Committees.

**Minimum Job Qualifications:**

- Bachelor's Degree in Business, Human Services or similar fields required
- Master's Degree in Public Administration or Nonprofit Management preferred
- Driver's License required
- One to three years of experience in non-profit management required
- One to three years of experience working with vulnerable and diverse populations required
- One to three years of experience with grant writing required

In accordance with company policy, an employee must be in his or her current position for at least six months in order to be eligible to apply for a promotion or transfer to another position.

**If you are interested in applying for this position, you must submit a resume, cover letter, and a writing sample to Michael Collins, Executive Director, at [mcollins@snccsy.org](mailto:mcollins@snccsy.org) by the deadline date indicated above.**