



Dallas Afterschool

Dallas Afterschool, a 501(c)(3) nonprofit formed in 2007 works to level the playing field for children of all races and economic backgrounds by informing community stakeholders, supporting afterschool and summer programs and their staff members, and coordinating community resources. We envision a community with the resources and the will to provide impactful learning beyond the school day for all children.

Job Title:	Senior Director of Operations	Reports to:	Chief Executive Officer
Employment Status:	Full-Time/Exempt	Manages Others:	No

Job Description:

The Senior Director of Operations is a key member of the Executive Leadership team. The Senior Director of Operations leads all operational and administrative functions that support Dallas Afterschool staff and the CEO. Specifically, the Senior Director of Operation is responsible for overseeing human resources, financial management, facilities/operational management, and IT. Responsibilities include, but are not limited to:

Key Responsibilities include

FINANCIAL:

- Prepare weekly bank deposit reports, and follow up with clients on payments, reconcile credit cards and debit transactions to financial systems weekly
- Coordinate client prepared documents for Audit
- Liaise with CEO to make decisions for operational activities and set strategic goals
- Assist CEO in budget preparation planning
- Monitor and review monthly financial reports, journal entries from the outsourced accounting team.
- Identify and implement process improvements that will maximize output and minimize costs
- Oversee purchasing to ensure that the organization has the goods and services required for production purposes within agreed costs and quality standards and at the right times.
- Run financial reports as needed for grants and development work
- Collaborate with lead accountant weekly to brief over financials and to ensure the agency remains compliant.

HUMAN RESOURCES:

- Responsible for driving day-to-day HR support, while implementing overall strategy and processes related to recruiting, hiring, interviewing, employee relations, performance management, compliance, and leaves of absence.
- Onboard new employees – payroll/benefits enrollment, organizational orientation, office materials.
- Maintain the relationship with the organization's Professional Employer Organization (PEO).
- Devise, revise and implements policies, procedures, systems, and best practices to ensure office efficiency in keeping with the organization's guidelines.
- Ensure that the company runs with legality and conformity to established regulations
- Identify trends and action plans to promote Dallas Afterschool's coordinated efforts to foster diversity, equity, and inclusion.
- Collaborate with the Board's HR Committee to ensure the administration of CEO appraisals and compensation review

OPERATIONS & IT:

- Manage procurement processes and coordinate material and resources allocation
- Manage relationships/agreements with external partners and vendors
- Set up new employees' computer device, create email accounts, install, and update software and hardware for employees, printer/copier drivers
- Prepare for and assist with training events and client meetings (reserve space, print materials, gather trainer supplies, manage RSVP's, etc.).
- Perform systems admin functions for Salesforce.com (CRM) and Box (electronic storage)
- Coordinate conference room schedule
- Schedule team meetings, staff/board retreats and ensure schedule of content is in place
- CEO and Board Support
- Assist CEO in managing her schedule and various projects.

Knowledge/Skill Qualifications:

Professional Requirements:

- Must have expertise in Microsoft Excel, and Word.
- Must have familiarity with email and CRM systems – preferably Salesforce and Gmail
- Must have experience with accounting and budgeting –Quick Books
- 2-year college degree in business, accounting or related – or equivalent experience
- Minimum 5 years' experience in a professional setting

In addition, Sr. Director of Operations should:

- Have strong verbal and written communications.
- Be relationship-oriented and outgoing.
- Be organized and adept at managing dynamic priorities and requests.
- Be self-motivated, confident, and energetic.
- Have own, reliable transportation.

TO APPLY FOR THIS ROLE: Please send your resume to jobs@dallasafterschool.org and include "Sr. Director of Operations" in the subject line.

Dallas Afterschool Strategic Plan Initiatives:

- Amplify; Provide professional development for educators
- Inform: Serve as a trusted source of data and insight
- Mobilize: Build partnerships to expand access to quality programs

Dallas Afterschool is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.