GROVE CHRISTIAN OUTREACH CENTER

Job Description - Operations Director

About the Organization

Grove Christian Outreach Center is a faith-based nonprofit organization with a stated mission to foster relationships through love and grace in order to improve the overall health of the Grove community. We accomplish this by providing food, clothing, financial assistance, school supplies and other support to vulnerable families.

Within the Outreach Center, we strive to offer a fun, supportive work environment with a team of staff and volunteers working collaboratively to meet the mission on a daily basis. We believe in family and friendship and encourage fostering a supportive work environment that allows each team member to thrive and grow both personally and professionally.

Job Overview

The Operations Director role is a new, full-time, salaried and exempt position with a four-day work week (Monday, Tuesday, Wednesday and Friday; closed on Thursday) with occasional night and weekend hours. This position will be responsible for day to day oversight of the organization’s programs, operations, community engagement, and evaluation efforts. This position assists the Executive Director with executing the organization’s mission, vision and strategic plan. The Operations Director leads by example while creating and maintaining a positive, collaborative, and inclusive work culture.

Reports to: Executive Director

Supervises: Operations and program staff

Salary: $60,000/year

Primary Responsibilities

Operations and Programs

• Oversee and manage staff: hiring, orientation, training, scheduling and development. • Manage and evaluate work plans, objectives and goals, ensuring operations and programs are running effectively, efficiently, safely and collaboratively in accordance with standard processes, policies and procedures.
• Attend weekly staff meetings
• Attend bi-monthly Board of Directors meetings
• Develop and manage training plans for personal and professional development of staff, including but not limited to diversity, equity and inclusion training and trauma informed care training.
• Oversee the organization, cleanliness and maintenance of Grove Christian Outreach Center facility, vehicles, equipment, and off-site storage facility.
• Ensure daily compliance with safe food handling practices and sanitation protocols in all aspects of the operation.
• Oversee program development and implementation in collaboration with staff and community input.
• Work with Executive Director on development, management and oversight of operations and program budgets.
• Communicate with Development Manager needs for grants and other funding for programs and operations.
• Oversee data collection, reporting and record-keeping requirements ensuring accuracy, timeliness, and completion.
• Provide regular operations updates to the Executive Director.

Community Engagement

• Build, cultivate and manage strategic relationships and partnerships to achieve effective collaborations with community partners.

Evaluation

• Develop monitoring and evaluation activities with the goal to identify promising, evidence-based strategies that promote overall health and equity.

Required Skills and Qualifications

• Proven experience in program or operations director or management position • 3-5 years of experience in related field: Operations, food systems, non-profit management, project management, or business administration • Excellent organizational and leadership abilities • Experience managing a staff of a small to medium sized organization • Outstanding communication and people skills • Working knowledge of nonprofit management and community-based initiatives • Working knowledge of data analysis, evaluation, and performance metrics • Experience in healthy food initiatives, free food programs, community health, food insecurity, or relevant field.
• An understanding of and commitment to diversity, equity and inclusion learning and practices.

Benefits

• Full-time, salaried and exempt position with a four-day work week (Monday, Tuesday, Wednesday and Friday; closed on Thursday) with occasional night and weekend hours • Generous PTO
• The Center closes for two weeks at Christmas
• All major holidays are paid holidays
• Note: no medical/retirement package at this time

**Work Location**

• This is an in-person role located at 8800 Pocahontas Trail in Williamsburg. Private office space will be provided and hybrid or work from home is not an option for this position.

If you feel like this is a position you would be able to fill with enthusiasm and passion, please send your cover letter and resume to Katie Patrick by email at katie@groveoutreach.com

The application process will remain open until the position is filled.