

Director of Operations

About Alexandra House

The mission of Alexandra House is to empower victims of domestic and sexual violence, and inspire social change, through education, support, and advocacy.

Join an organization that is making a difference in your community. Alexandra House was established in 1977 and has grown to be one of the largest domestic and sexual violence organizations in Minnesota, and the only domestic and sexual violence program in Anoka County. Alexandra House promotes safety from domestic, sexual, and relationship violence and provides supportive services such as: helping people find affordable housing, offer violence prevention education in the schools, provide support groups, help participants meet personal goals of obtaining a job or continuing their education—things that do provide a pathway out of poverty. Through the continuum of services we offer, we are consistently working to prevent violence from occurring and to intervene and provide meaningful, ongoing support to those who have already experienced it.

More information at <https://www.alexandrahouse.org>

As the Director of Operations, you must be able to:

- A strong commitment to and passion for ending violence with knowledge of and ability to work with systems that impact individuals and their families experiencing domestic and sexual violence.
- A commitment to and experience in working with people from diverse populations and marginalized communities.
- Ability to manage client, staff/volunteer, and donor information with complete confidentiality.
- Problem solver, effective planner and can prioritize, handle a variety of tasks, and make decisions independently and within a team.
- Dedicated to continuous improvement, thinks through problems with a curious mind and continues self-learning and developing others.
- Clear vision for the organization, committed to finding the way to get there through strategic plans, staffing and policies to support the vision.
- Develop and maintain positive relationships with individuals, community partners, and systems representatives.
- Participate in the ongoing development of cohesive, effective, and efficient teams throughout the organization.

The role you have in Alexandra House is:

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

- Develop and implement operational strategies to support the organizations' missions and goals.
 - Oversee the day-to-day operations of the organization, including facilities management, IT infrastructure and procurement.
 - Oversee operations manager and facilities services manager and provide guidance, training, development, and support as needed.
 - Collaborate with executive director and financial consultant to develop, manage and support the annual budget.
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- Monitor financial performance and provide regular reports to executive director and director team.
 - Oversee financial transactions with Operations manager, including accounts payable and receivable, payroll, and grant management.
 - Review the financial statement on an ongoing basis and ensure accuracy and adherence to annual budget.
 - Maintain and submit all financial transactions and financial reporting as needed per the Executive, financial consultant, and external partners.
 - Serve as a liaison between the operations/facilities team and other departments.
 - Communicate regularly with staff, volunteers, donors, and other stakeholders to ensure transparency and accountability.
 - Responsible for the training and development plan in partnership with the Director's Team (new employee orientation, annual staff training etc.).
 - Monitor and ensure compliance with all federal, state, and local laws and regulations relevant to nonprofit operations, including but not limited to tax laws, employment regulations, and reporting obligations.
 - Develop, review, and implement organizational policies and procedures to ensure compliance with legal requirements and promote ethical practices across all aspects of operations.

Desired experience, background, and skills:

- 5 years of management experience with background in accounting, finance, payroll, or Bachelor Arts degree (finance, accounting, business administration) or equivalent combination of education and experience. Experience in Human Resource Management preferred.
- Minimum of 3 years of direct supervisory responsibility.
- Able to make sound decisions with limited information and provide risk assessments as needed.
- Excellent written and interpersonal communication skills and experience in public speaking
- Skill in statistical data collection and reporting for various internal departments and external partnerships.
- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, board members, staff, volunteers, interns, government officials, community partners, organizational donors, media.
- Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds, and lifestyles.
- Demonstrated skills & knowledge in using a variety of programs including (but not limited to) Word, Excel and Outlook.
- Knowledge of and ability to advocate within various systems including social service, economic, legal, medical and healthcare systems.
- Valid driver's license, current insurance, and reliable car with the ability to travel to multiple locations throughout Anoka County.

Salary and Benefits \$79,116 - \$89,612 DOQ, with a full benefit package including retirement plan, vacation & medical accrual.

Please submit a cover letter and resume Attn: Director of Human Resources at employment@alexandrahouse.org. Position open until Friday, May 31, 2024. **Optional:** In lieu of a cover letter, you may submit a 2-4 minute self-recorded video telling us a bit about yourself and why you are interested specifically in this job.

***No phone calls or emails please. This email address is only for receiving resumes.