



## **Job Posting**

### **Director of Operations**

January 29, 2020

#### **Organization Overview**

Founded in 1962, the Buell Foundation is a private foundation dedicated to supporting the positive development of children across the state of Colorado through grants and partnerships with nonprofit organizations. Grants are awarded in the areas of early childhood development and teen pregnancy prevention. Since inception, the Buell Foundation has awarded more than \$200 million in grants.

#### **Position Summary**

The Director of Operations is a new position at the Buell Foundation and will work in close collaboration with the executive leadership team to ensure smooth day-to-day operation of the Foundation. The Director of Operations will report to the President & CEO. Core administrative functions will include operations management, human resources, information technology, and communications. Additionally, this position will work closely with the Controller in the areas of finance and asset management and will provide support to the Board of Trustees to ensure effective and efficient governance of the foundation. The Director of Operations will provide a critical "hub" function that coordinates and aligns all administrative activities in support of the philanthropic mission and vision of the Buell Foundation. The ideal candidate will have the ability to shift between roles seamlessly. In addition, the ideal candidate will have a desire and aptitude for supporting others in effectively and efficiently fulfilling their own responsibilities.

#### **Essential Responsibilities**

- Manage daily operations of the Buell Foundation: supervise Office Manager, manage key contracts, monitor office budgets and equipment needs, and ensure adequate, updated documentation of office procedures.
- Provide in-house human resources support: manage employee payroll and benefits program; manage recruitment, selection and dismissal processes for staff positions; oversee performance review process; manage and address a range of human resource issues as they arise.
- Manage all aspects of information technology: hire/manage IT contractors, act as primary liaison for staff, and ensure security of all information.
- Supervise communications: ensure web site is kept up to date, and ensure all communications materials are drafted in alignment with brand standards and in alignment with the Foundation's mission, vision and values.
- Board support: supervise and coordinate preparation of all board meeting materials, draft initial board minutes for review, and monitor completion of action items from board meetings.
- Support President/CEO and Controller in finance and asset management: provide initial review of financial statements, budgets and other items; review, approve and sign payments for

Foundation expenses and grants; monitor and assist Controller with asset management and new asset acquisition.

### **Required Competencies, Skills and Attributes**

- Energetic, dependable, and flexible; willing to take on new challenges and learn new skills as needed to perform duties in an efficient manner.
- Excellent organizational skills and meticulous attention to detail.
- Demonstrated competence in business management and human resources.
- Familiarity with finance and asset management; knowledge of these systems within the philanthropy sector a plus.
- Ability to maintain confidentiality.
- Proficient in team building, conflict resolution, group interaction, and project management.
- Excellent communication and interpersonal skills; must work well with people of diverse backgrounds, perspectives, and cultures.
- Ability to meet deadlines, manage multiple tasks, and adjust to changing priorities.
- Proficiency in common office software, including Outlook, Word, Excel, Access, and QuickBooks.
- Team player ready to pitch in wherever needed.

### **Education and Experience**

- Bachelor's degree in business administration, organizational leadership, human resource, finance or related field required; unrelated Bachelor's degree with a minimum of ten years of relevant experience can take the place of this requirement.
- Minimum of seven years of experience in operations/HR with evidence of increasing responsibility; three or more years in a leadership position preferred.
- Experience in nonprofit or foundation preferred.
- Experience and comfort working in a small office that is team-oriented, mission-driven, and strives for excellence.

### **Working Conditions**

- Office hours are Monday through Friday 8:30 a.m. to 5:00 p.m.
- Professional office environment.
- Workload will fluctuate due to deadlines and changing priorities.
- Extensive keyboard and computer monitor use.
- Exposure to sensitive and confidential information.
- Physical demands may involve lifting materials and equipment up to 25 pounds.
- Travel in personal vehicle required to attend local meetings. Out of town travel is rare for this position.
- Occasional evening and weekend work may be required.

### **Compensation**

- This is an exempt, full-time position.
- The expected salary range for this position is between \$80,000 and \$95,000. Pay is commensurate with experience. Please note that the Buell Foundation does not typically hire at the top end of the range. The Buell Foundation provides a generous benefits package, including paid vacation and sick leave, medical insurance, dental insurance, and retirement plan.

### **Application Details**

- **Deadline Date:** February 17, 2020.

- All applications should be emailed to Norah Lovato at [nlovato@buellfoundation.org](mailto:nlovato@buellfoundation.org). Please include “Buell Director of Operations Application” in the subject line of emails. Applications should include the following:
  - A cover letter detailing the applicant’s match with the position requirements
  - Resume
  - Contact information for three business references, one of whom is/was an immediate supervisor with firsthand knowledge of applicant’s professional abilities
- No phone calls, please.
- The Buell Foundation is an equal opportunity employer. We encourage applications from individuals from a variety of backgrounds. We are committed to building and retaining a diverse team with attention to race, color, national origin, sex, sexual orientation, gender identity, age, veteran or disability status.