



Foundation for Youth of Bartholomew County (FFY) Position Profile

Job Title: Director of Business Operations

Reports to: Executive Director at FFY

Salary: \$75-80,000

Position Summary: This position is responsible for all aspects of the business operations of FFY. Top-level tasks include all financial and human resource processes, procedures, and policies; business operations and planning; customer service; and membership/leadership on the FFY Board Business Committee.

Key Position Responsibilities:

- Finance: Define, implement, and continuously improve all financial processes, procedures, and policies. Primary role emphasis is on financial accountability and stewardship of FFY funds.
- Human Resources: Define, implement, and improve all human resource processes, procedures, and policies. Primary role emphasis is supporting the Executive Director and Board in employee compensation and development processes.
- Business Operations: Lead/supervise day to day business operations.
- Planning: Lead financial and human resource planning in both real time and on an annual basis. The planning tasks include research and preparation of the annual budget and supporting documents.
- Reporting: Provide timely monthly financial reports to designated FFY staff and Board members. Lead monthly program financial reviews and monthly Business Committee meetings. Create and provide special reports as required by the staff and Board.
- FFY Leadership Team: Actively participate as part of the team in developing FFY strategic initiatives and managing the implementation of those initiatives.
- Customer Service: Provide high level supervision of the FFY Customer Service organization through the Business Operations Manager.
- Project Management: Actively manage special projects as assigned by the Executive Director.

Key Measures of Success: Program staff measures of business operations performance, financial accuracy measures, feedback from Business Committee members, and delivery against schedule.

Key Candidate Requirements:

- Leadership Skills: Ability to achieve positive results through relationships with a diverse group of staff and Board members.
- Interpersonal Skills: Ability to organize and lead teams/staff, constructively resolve conflicts, and coach/mentor employees.
- Communication Skills: Excellent oral, written, and presentation skills.
- Business skills including financial operations, planning, and management skills: human resource skills; information technology familiarization; strategic planning skills: and business operations management.
- Service mindset in supporting program staff and FFY Board.
- Experience with the local non-profit community and programs.

To Apply:

Please send a resume and cover letter describing your work experience to Chuck@foundationforyouth.com