



DIRECTOR OF OPERATIONS JOB DESCRIPTION

POSITION OVERVIEW

The Director of Operations will report to the Executive Director and will be responsible for establishing and managing the internal institutional infrastructure, processes and procedures necessary to allow NJ LEEP to operate efficiently and achieve its mission, including the expansion of its services in accordance with its strategic plan, to serve more students and families at an enhanced level of effectiveness.

The following responsibilities will be executed in partnership with both the Executive Director and the Managing Directors, as well as the Operations and Program Manager and any relevant staff members whose work directly touches the given project. The Director of Operations will be expected to effectively interface with all team members to ensure they have the systems and processes in place necessary to do their best work

Essential Duties and Responsibilities:

Operations

- Oversee all operational needs including (but not limited to):
 - Technology services (copy machine, computers, phones, etc.)
 - Program and office space (rental and donated space)
 - Organizational filings (insurance renewals, charity filings, etc.).
- Design, build and oversee the implementation of all standard operating procedures, internal management systems and controls
- Partner with all organizational leaders to ensure NJ LEEP runs more efficiently and effectively
- Support the execution of events in collaboration with staff (securing space, purchasing necessary materials, event planning, etc.).
- Ensure compliance with all local, state, and federal laws and regulations

Finance

- Oversee and ensure execution of NJ LEEP's financial systems and controls, including expense tracking, allocations, managing annual audit, payroll and payroll systems, creating budget reports and more
- Lead NJ LEEP's annual budgeting process

Human Resources

- Serve as lead team member on staff recruitment - including creating job descriptions, posting jobs, doing initial screenings, setting up interviews with relevant staff, creating offer letters and determining appropriate salary and benefits information and more
- Leading the onboarding of all new team members
- Working with senior leadership team to determine staffing plans for current and future years
- Manage entire employee lifecycle, including: staff development, professional development, compensation policies, performance evaluation and management, health insurance, and other benefits policies
- Define and implement appropriate policies related to all personnel, students and volunteers
- Serve as point person for any personnel or student issues
- Ensure compliance with all local, state, and federal laws and regulations

Summer Internship Program

- Run NJ LEEP's Summer Week-on-the-Job Program for rising HS sophomores
- Responsible for ensuring students are prepared for their placements and coordinate all relevant logistics
- Interface with all corporate and law firm partners to ensure quality of experience

Qualifications:

NJ LEEP is an institution dedicated to specific core design principles. Among them are: a deep commitment to proactivity and operating with a sense of urgency, a willingness to undertake genuine self-reflection and to promote and preserve a spirit of collaboration and mutual support among team members, a commitment to excellence in the execution of everything we do, and a desire to constantly reflect on ways to refine and improve our performance. First and foremost, NJ LEEP is a team and we expect all employees to prioritize healthy teamwork and collaboration. Additionally, candidates must have the following:

- Bachelor's degree
- Five to seven years of operations experience
- A track record of designing and implementing systems across an entire institution or department with the buy-in and respect of peers and staff
- An ability to build strong relationships based upon thoughtful communication, honesty, and emotional intelligence, in order to ensure alignment and efficiency
- Excellent written, verbal and interpersonal communication skills
- A proactive approach to obtaining results while ensuring that other's priorities are respected
- An outcome-focused mindset which supports the institution's core values and supports peers and staff
- A willingness to find a way to make things happen, no matter the obstacles

- An ability to work efficiently, executing tasks with minimal amounts of wasted effort and to a standard of excellence, in a rapid fashion
- Comfort with open and honest conversations about performance and strategies for improvement

About Us:

Compensation: NJ LEEP offers a competitive salary and benefits package for full-time employees.

Application Instructions Interested applicants should submit a resume and cover letter to Razeya Rahman at employment@njleep.org with the subject line “Director of Operations.” Applications will be reviewed on a rolling basis. We are looking to fill the position by fall 2019.

Due to the volume of applications, only applicants selected for an interview will be contacted.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.