

Director of Administration

Updated 7/25/19

Human Resources:

* Promote OD positions on career and social media platforms in an effort to recruit the right candidate for open position(s)
* Update job descriptions in coordination with ED
* Work with ED on scheduling interviews for prospective candidates
* Work with ED to onboard new hires covering all new hire paperwork including payroll, insurance eligibility, background check, and reference checks
* Organize and maintain all internal files for staff
* Schedule annual performance reviews for staff as directed by ED
* Conduct annual background, drug testing and insurance reviews for staff

Finances:

* Work with ED and accountant to track receipts and expenses and provide accountant with support needed to complete monthly reconciliation of credit card expenses by staff
* Coordinate bi-weekly payroll submission with accountant to ensure that all timesheets are prepared for processing
* Work with ED and accountant to resolve payroll issues as they arise
* Track and report transportation expenses to ED
* With oversight by ED, oversee accounts payable and receivables

Programming:

* Attend program meetings to determine transportation needs and update Director of Programs on issues or concerns related to parents or youth
* Coordinate transportation needs of OD for all programs and driver’s
* Work with transportation vendor and or OD staff (driver’s) to efficiently establish transportation needs for all programs
* Communicate to parents via email, call-em-all, phone, mailings or face to face to resolve any issues or concerns that may arise
* Provide data entry support for inputting program applications into organizational database (ProCare)
* Run reports for individual programs as needed using organizational database
* Monitor enrollment in all programs and reporting information upon request and at established program meetings
* Monitor upkeep of vehicles records, maintenance, vehicle registration, cost and accountability of driver’s utilizing organization owned vehicles
* In coordination with the Director of Programs oversee shopping for Operation DREAM programs as needed.
* Facilitate volunteer process by communicating with prospective volunteers on process, overseeing volunteer application and background checks, communicating status of volunteers Director of Programs and ED.

Donor/Development and Board Relations:

* Send out correspondence to Board members or donors as needed
* Assist with scheduling and preparing for board meetings throughout the year
* Assist with planning and executing mass mailing initiatives
* Manage Little Green Light donor database
* Prepare Acknowledgement Letters

Office Management:

* Open and close office daily from 9am-5pm
* Maintain upkeep of office space
* Answer phones directing messages to appropriate receiver
* Keep Google contact list up to date
* Check and distribute mail to appropriate receiver
* Ensure office supplies are available and replenished when needed
* Update organizational calendars

The right candidate will:

* Have a passion for seeing young men of color become successful and a commitment to the mission of the organization
* Be personable attitude and positive demeanor
* Be a team player
* Be able to communicate with a variety of audiences and stakeholders
* Be able to navigate organizations database and pull reports
* Be proficient in Microsoft word, excel and PowerPoint
* Be an innovative thinker and have a willingness to share ideas at the highest level
* Have leadership qualities that will garner support while also being able to make tough decisions

The ideal candidate will:

* Have experience working in the nonprofit sector serving underserved of disadvantaged demographic
* Has a network of resources and opportunities that could benefit OD
* Sees themselves as a contributor to the organization at a high level
* Be flexible as things change within the organization
* Be willing to do whatever is needed to enhance the organizational efficiency and opportunities offered to our young men
* Be reliable and self-motivated.
* Have a good communication skills.
* Have a superior problem solving skills.
* Have strong leadership qualities.
* Be a strategic thinker.
* Have Budget management experience.
* Have people-management skills.
* Have exceptional organizational skills.

**To apply:** Complete online application at <https://www.operation-dream.org/jobs> and submit a copy of your cover letter and resume; salary expectations; and 3 professional references to [Marco.morrison@operation-dream.org](mailto:Marco.morrison@operation-dream.org).