

Director of Operations

Position Title: Director of Operations

Reports to: Executive Director

Supervises: Receptionist, Facilities Associate, Night Security

Compensation: \$65 - 75K DOE, with benefits for the individual: Full Medical, Dental, Vision; 15 vacation days; 3 sick days

Schedule: Full-time, flexible, some weekends and evenings

About the Organization:

Bayshore Christian Ministries (BCM) is devoted to carrying out Jesus' instruction to share the gospel with all people and to love each other as He loves us. Our vision is that our alumni are active in their faith, filled with hope and purpose, possess marketable skills and give back to their communities. Since our founding 35 years ago, the mission of BCM has been to equip the youth of East Palo Alto and Belle Haven to grow spiritually, gain life skills and develop as leaders so they have hope and a future. BCM is a \$1.2M non-profit serving around 250 mostly at-risk and low-income youth each year in afterschool and summer programs, using relational, wholistic and collaborative approaches to empower the next generation of community leaders.

Please see www.bayshore.org for more information on Bayshore Christian Ministries.

About the Position:

Director of Operations will report directly to the Executive Director, sit on the executive team alongside the Director of Ministries, Director of Partner Engagement and the Executive Director. They will own all operational, accounting, financial and HR components of the organization. Foster a culture within the staff that promotes trust and teamwork, and that reflects BCM values as we demonstrate care and compassion to all we serve, all volunteers and all employees.

To Apply:

Applications need to include both a resume and cover letter in order to be considered. Attachments must be in .doc or .pdf format only. In your cover letter, please explain your interest in Bayshore Christian Ministries and why you think you are a good fit for this role. Only resumes with cover letters will be considered. No phone calls please. Applications will be accepted on a rolling basis, but preferential review will be given to candidates submitting their application by May 31, 2020. Send to tiffany@bayshore.org or Tiffany Hong c/o Bayshore Christian Ministries, 1001 Beech Street, East Palo Alto, CA 94303.

Key Responsibilities

Operations

- Responsible for all operational aspects of the organization, including HR, AR/AP, finance, facilities, and day to day operations.
- Manage shared space agreement with Oxford Day Academy
- Develop strategies for best operational practices moving forward – including automating databases, utilizing accounting firms and current database systems.
- Understand and utilize current systems to full capacity.
- Train staff and board for efficiency on operations systems
- Collaborate with Executive Team to provide leadership and direction for BCM.
- Provide leadership and supervision for all operations and administration staff.
- Directly work with development team to provide finance and operations support.
 - Data recording, tracking
 - Providing necessary reports

Human Resources

- Oversee all aspects of Human Resources, including analyzing and evaluating current procedures and protocols, making recommendations and creating necessary plans for HR matters.
- Responsible for creating and implementing best onboarding and off boarding practices.
- Communicate, train and implement all policies.

Finance

- Develop annual budget in conjunction with the ED and executive team.
- Oversee annual organizational budget and ensure that operating revenue and expenses meet budget targets.
- Develop and implement a plan to ensure long-term financial sustainability of the organization.
- Review and prepare monthly financial reports and annual audits in conjunction with our accounting firm.
- Manage all accounting and financial aspects of the organization,
- Prepare all contracts, agreements and policies.
- Directly support Director of Ministries and Program Team
 - Budget management and reporting
 - Expenses management and reporting
 - General support on finances, fees, budgeting
- Directly work with development team to provide finance and operations support.
- Main liaison from executive team to board finance committee

Christian Leadership

- Agreement with Statement of Faith and commitment to the mission of BCM
- High ethical standard and values

- Active Christ follower with demonstrated Christian Leadership and servanthood.
- Active member of a Christian community.

Professional Strengths

- Attention to detail, excellent organizational skills and an ability to work well under pressure.
- Strong work ethic with a high degree of energy, emotional intelligence and excellent interpersonal skills
- Foster a culture within the staff that promotes trust and teamwork, and that reflects BCM values as we demonstrate care and compassion to all we serve, all volunteers and all employees.
- Non-profit organizations including accounting related to fundraising, gifts, grants.
- Highly organized and administrative
- Manage accounting firm relationship.
- Degree in Accounting/Finance/Management
- Skillset: Outlook, excel, Computer/Tech experience and knowledge
- Familiarity with Xero, Plooto, Hubduc, Classy, Share file, Kindful, Gusto, Deputy

Education

- Bachelor's degree required; Master's degree in related field preferred.

Preferred Qualifications

- Experience working with urban/at-risk youth.
- Minimum 3 years experience working in a nonprofit.
- Strong familiarity with the East Palo Alto and Belle Haven communities
- Established networks with local churches, nonprofits and foundations is a plus.
- Bilingual (Spanish)
- In order to reflect the community that we serve, Latino, Pacific Islander, and African-American candidates are encouraged to apply.