



Nutrition. Education. Financial Empowerment.

### Job Description

**TITLE:** Executive Manager of Operations

**DEPARTMENT:** Core-Administration

**REPORTS TO:** Executive Director

**NUMBER OF POSITIONS:** 1

### Qualifications:

- BA/BS degree is required; MBA or other advanced degree desirable.
- Must have at least 3 years of management experience in the private sector, including IT and facility management and leadership talent.
- Must possess strong ability in strategic planning and budget development.
- Must have sound analytical, technical, communication, interpersonal skills and a strong team spirit.
- Must be able to maintain the normal standard of ethics, conduct and organization policies in job related activities.
- Willing to modify plans and behavior when necessary to meet a goal.
- Must achieve goals beyond minimal levels of performance.
- Must be able to establish priorities and a course of action for handling multiple tasks.
- Ability to satisfactorily perform other duties upon request by the Executive Director.

### Primary Function:

Through a respectful, constructive and energetic style, guided by the objectives and mission of the organization, the Executive Manager of Operations provides day to day support and management necessary to optimize the operation of the organization through effective strategic planning and development of special projects and recommends systems to improve organizations effectiveness.

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Job Description**

**Duties and Responsibilities:**

- Work closely with the Executive Director to accomplish the mission, goals and objectives established in cooperation with the Board of Directors.
- Develop and implement strategic planning initiatives and special projects.
- Recommend systems that will improve the overall operation and effectiveness of the organization and develop solutions to administrative business challenges
- Develop credibility for administration by providing timely and accurate analyses of budgets, project proposals and business trends in the multiple administrative areas in order to assist the Executive Director and the Board of Directors in performing their responsibilities.
- Establish credibility throughout the organization and with the Board of Directors as an effective developer of solutions to administrative business challenges.
- Motivate and lead a high performance management team; attract, retain and recruit future members of the executive team that might not be currently in place; and provide mentoring as a cornerstone to a career development program for all management.
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of FoodChange.
- Effectively prepares formal presentations of ideas and proposals.
- Assigns decision making and other responsibilities to subordinates and uses subordinates effectively.
- Uses time efficiently and is personally well organized.
- Keeps Executive Director informed of progress and problems.

**Inter Relationships:**

Interacts with all levels of personnel within the organization and maintains external business relationships with the non profit community.

- **THIS JOB DESCRIPTION IS A CONCISE STATEMENT OF THE DUTIES, RESPONSIBILITIES, AUTHORITIES AND RELATIONSHIPS BUILT INTO THE JOB. THE DESCRIPTION OUTLINES THE REQUIREMENTS FOR PERFORMING THE WORK, ITS FREQUENCY AND SCOPE. IT IS BASED ON THE NATURE OF THE WORK AND NOT ON THE INDIVIDUAL CURRENTLY PERFORMING IT. THIS JOB DESCRIPTION CAN AND WILL BE REVISED AT THE DISCRETION OF THE EXECUTIVE DIRECTOR AND THE DIRECTOR OF HUMAN RESOURCES.**