

## Director of Operations Job Description (Pathway to Executive Director)

**Position:** Director of Operations

**Location:** Palm Beach County, FL

**Reports to:** Executive Director / Board of Directors

### Overview

We are seeking a Director of Operations who will oversee day-to-day operations and work closely with the Executive Director and Board of Directors. This role offers the opportunity for growth, with a clear pathway to transition into the Executive Director position. The ideal candidate will have strong skills in event planning, fundraising, contractor management, and community engagement, with a solid network in Palm Beach County.

### Key Responsibilities

- **Operations Management:** Oversee the daily operations of the organization, ensuring projects and initiatives are executed efficiently and effectively.
- **Event Planning:** Lead the coordination and execution of events, including fundraisers, community outreach, and donor engagement activities.
- **Fundraising & Development:** Assist in the development and implementation of fundraising strategies, including grant writing, corporate sponsorships, and individual donor campaigns.
- **Contractor Management:** Supervise and coordinate the work of 1099 contractors, ensuring deadlines and project goals are met.
- **Community Engagement:** Build and maintain relationships with local businesses, government officials, and community leaders to expand the organization's network and influence.
- **Financial Oversight:** Collaborate with the Board Treasurer and Executive Director on budget management, ensuring financial health and sustainability.
- **Board Support:** Work with the Executive Director to support the Board of Directors in fulfilling their governance responsibilities, including assisting with board protocols and meeting facilitation.

### Growth Path to Executive Director

This role is designed for a motivated individual looking to step into a leadership position. Over time, the Director of Operations will take on increasing responsibility in the areas of strategy, governance, and organizational leadership, with the opportunity to transition into the Executive Director role.

### Qualifications

- Proven experience in operations management, event planning, and fundraising within the nonprofit sector.
- Experience with board governance and protocols.

- Strong network in **Palm Beach County** with established community connections.
- Experience managing 1099 contractors or small teams.
- Strong organizational, leadership, and communication skills.
- Ability to work independently and collaboratively with the Board of Directors and contractors.

### **How to Apply**

Please submit your cover letter, resume, and salary requirements to [ed@networkingtohelpchildren.org](mailto:ed@networkingtohelpchildren.org). Resumes without cover letter and salary requirements will not be considered.