



Metro TeenAIDS *Operations Director*

Position Description

Advancing the overall health of at-risk and HIV-infected adolescents is within our community's power.

Metro TeenAIDS (MTA) is a community health organization dedicated to supporting young people in the fight against HIV/AIDS. Through education, support, and advocacy, MTA works to prevent the spread of HIV, promote responsible decision making, and improve the quality of life for young people infected with, or affected by, HIV/AIDS. MTA is the only organization in the Washington DC-metro area focusing all of its efforts on the unique prevention, education, and treatment needs of young people.

Position Summary:

As a cross-functional administrator and essential member of the executive leadership team, the **Operations Director** will develop and maintain the internal platform of services, systems and policies necessary for MTA to accomplish its strategic objectives and serve its constituents efficiently and effectively. The ideal candidate will be able to demonstrate a range of leadership skills while able to balance the day-to-day tasks of the department. The Operations Director supervises the Operations Manager, and a contract accountant, and will have both strategic leadership and tactical execution responsibilities, to include:

Organizational Development, Human Resources & Leadership

- Develop the short and long-term operational strategy and tactical plans to accomplish organization objectives;
- Evaluate and revise internal policies, procedures, & processes consistent with the operational strategy;
- Provide guidance and accountability for compliance with organization rules, policies and procedures;
- Lead in the development of a staffing plan that includes appropriate training and professional development;
- Develop and lead the team in an effective, collaborative performance management program;
- Evolve and coordinate the compensation and benefit programs as appropriate;
- Serve as the primary employee relations representative for adult and youth staff, and coach managers to effectively lead in the areas of staff care & development;
- Ensure compliance with federal, state and local regulations; and
- Lead and mentor the team of operations staff and contractors.

Finance & Administration

- Through supervision of the accountant and administration team, ensure the maintenance of appropriate financial records and preparation of required financial reports;
- Facilitate the development of and adherence to an annual budget and provide for the preparation of clear, concise financial reporting to internal leadership and the Board;
- Monitor cash flow, and provide oversight for the acquisition and fiscal management of grants and other donor instruments;
- Supervise the timely, accurate processing of payroll and accounts payable as well as management of accounts receivable;
- Oversee firm-wide procurement and expense reporting, including negotiation with consultants and vendors;
- Procure & manage appropriate risk management instruments such as general liability and property insurance; and
- Provide for the proper care and management of corporate office facilities.

Information & Technology Systems

- Provide for the effective design and maintenance of MTA's computer and telecommunications networks;
- Lead the team in the selection, implementation and proper utilization of technology solutions to accomplish organizational objectives;
- Through collaboration with the team and communications professionals, ensure the maintenance and evolution of an effective online presence such as the MTA website(s);
- Ensure the proper use and maintenance of company documents and data through the deployment of effective knowledge management systems; and
- Supervise staff, consultants and vendors delivering ITS goods and services;
- Coordinate all IT services and requests.

Qualifications

- Bachelors degree in business or related field required;
- Minimum of five years experience in cross-functional business management; and
- Minimum of two years of management experience as a direct supervisor of operations staff.

Skills & Attributes

- Formal training or extensive experience in the fields of human resources and organizational development;
- Successful experience in supervising, mentoring and leading a diverse team of varying skill levels;
- Demonstrated experience designing effective business policies and processes;
- Familiarity with generally accepted accounting principles (GAAP);
- High level of computer literacy and ability to integrate new technology into existing systems;
- Exceptional writing skills;
- Self-motivated, highly productive work capacity;
- Creative, adaptive problem-solving ability;
- Collaborative working style; and
- Careful attention to detail.

Commitment to a Diverse Community

Metro TeenAIDS works with a diverse community of clients, beneficiaries, volunteers, staff and other constituents. All members of the MTA team must embrace this community with a progressive, inclusive, and supportive spirit, demonstrating a mature ability to engage with people of different ages, education experience, cultural background, and orientation.

Location:

This position is based in Washington, DC.

To Apply:

Please use the following link to upload your cover letter and resume: <http://tinyurl.com/metroteenaids>

No phone calls please.

Metro TeenAIDS is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. MTA does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. MTA is committed to creating a dynamic work environment that values team work, collaboration, creativity, and diversity.