

Director of Operations

The Director of Operations will be a strategic thought-partner and report to the Senior Vice President (SVP). The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, travel and materials for Alteristic trainings, and office operations. This position will serve as a partner to the SVP on the organization's administrative and operational processes, with a goal of continuously developing and improving systems. This position will have direct management responsibility for a staff of three, which includes Manager, Business and HR, Operations Support Coordinator, and Senior Coordinator, Travel and Office Logistics.

Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for grants and donations, and oversee all financial, project/program and grants accounting.
- Liaise with external accounting firm to ensure appropriate financial processes and record keeping.
- Work towards building capacity to eventually bring our finance function in house ultimately overseeing the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
- Coordinate and lead the annual audit process, liaise with external auditors.
- Oversee and lead annual budgeting and planning process in conjunction with the SVP; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.



7955 Cameron Brown Court
Springfield, Virginia 22153
alteristic.org
571.319.0354

Strength of hope.
Power of action.

- Effectively communicate and present critical financial matters to the SVP.

Operations and Human Resources Management

- Manage the travel function for all Alteristic Trainers and ensure materials get to sites in an accurate and timely manner
- Further develop Alteristic's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders



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- A multitasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Alteristic, Inc.

How To Apply:

Interested candidates should submit a resume, and a letter of interest to: applicants@alteristic.org. Please put "Director of Operations" in email subject line.

ABOUT ALTERISTIC:

Alteristic is a non-profit organization that tackles societal issues at local, national, and global levels. Alteristic provides comprehensive prevention education, consultation, and training that addresses sexual assault, dating and domestic violence, stalking, harassment, suicide and other issues. Committed to optimizing and activating inherent human good, Alteristic equips and mobilizes communities to create social norms that ensure safety, respect, and the opportunity to thrive for all people. Rigorously evaluated and shown to move the needle, Alteristic was founded on the principles of the widely disseminated Green Dot violence prevention strategy. Alteristic works with domestic and international communities, educational institutions, government entities, and corporations to amplify the actions of individuals toward transformational social change.



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