

Job Title: Director of Operations &
Business Development
FLSA Status: Exempt
Reports to: Ex. Director
Department/ Function: Operation/ Development
Date Revised: 10/18/2022
Approved by: Board

Job Summary

The Director of Operations and Business Development (OBD) has primary responsibility for **overseeing all budget and fiscal functions, policies and procedures**. This includes business functions that provide budget revenues including oversight of communications and marketing. The Director of OBD also oversees human resource and office administrative functions.

Supervisory Responsibilities:

- Leads hiring and training of staff, oversees training of interns and volunteers.
- Organizes and oversees the work and schedules subcontractors, staff, and interns related to department: could include grant writer, bookkeeper, administrative assistant, communications coordinator.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Duties/Responsibilities:

Operations

- Implements policies and procedures that will improve day-to-day operations to ensure the organization is working efficiently and effectively. Overtime, collecting all said policies, procedures and processes into a "Operations Manual" with the help of all PCF staff.
- Ensures work environments are adequate and safe; PCF office, gardens, and farm. Oversees functionality of PCF office.
- Oversees all HR functions, including hiring/ firing and updating and implementation of employee/ intern handbook, payroll.
- Oversee organizational compliance and administration.
- Establishes quantitative and qualitative internal metrics, guidelines, and standards by which the company's efficiency and effectiveness can be evaluated; identifies opportunities for improvement.

Finance

- Develops and manages organizational and departmental budgets, including staff spending policies and procedures.
- In collaboration with Board Treasurer, plans, directs, controls, implements, evaluates, monitors, and forecasts budgets.
- Works with an accounting firm to oversee yearly taxes and external audit.
- Manages Grant finances and reporting.

Business Development

- Improves customer relations and stakeholder engagement through development policies and procedures. Oversees CRM tool to meet goals.
- Leads individual and corporate giving campaigns.
- Oversees and sometimes leads fundraising events.
- Oversee all aspects of communications, marketing, and promotion of sales of goods and services.
- Hires and oversee grant writer.

Other Duties and Responsibilities

- Projects a positive image of the organization to employees, funders, industry, and community.
- Collaborates with the Executive Director to make important organizational decisions, strategic planning, and board over site.
- Collaborates to create and implement program evaluations.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Passion and excellent talent for systems and process building.
- Thorough understanding of practices, theories, and policies involved in business development, operations, and finance.
- Superb verbal and written communication and interpersonal skills. Positive attitude.
- Superb managerial and diplomacy skills.
- Excellent organizational, record keeping skills, and attention to detail.
- Expert in Microsoft Office Suite and Google Suites.
- Excellent analytical, decision-making, and problem-solving skills.
- Working knowledge and understand of social media, Canva, and other communication tools.

Education and Experience:

- Extensive and diversified background with at least 10 years of related experience.
- Experience with direct service work in low-income communities.

Benefits:

- Salary: \$55,000/ year
- Unlimited vacation and sick days
- Paid Professional Development opportunities
- Lots of fresh vegetables in the summer

Additional Information:

- 12-month employee
- Approximately 40 hours per week, Monday-Friday, with flexible schedule and work from home opportunities. Required a minimum of 3-4 days in the office, depending on season.
- Attend weekly staff meetings
- Direct staff reports (including subcontractors): 3-5
- Direct intern reports: 1
- Travel Requirements: minimal
- License and Certification Requirements: none

Working Conditions:

Working environment is a robust and lively office environment, generally working independently or as part of or leading a team of people. Must be able to lift up to 15 pounds at times. Prolonged periods sitting at a desk and working on a computer.

How to apply:

Send resume, cover letter and a minimum of 2 references to Director May Tsupros (may@partridgecreekfarm.org) by December 15th, 2022; receipt of email will be sent.

All inquiries about the job will be answered between December 5th and 10th ahead of due date.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Partridge Creek Farm reserves the right to alter this description at any time. PCF practices the concept of equal employment opportunity with respect to hiring, promotions, transfers, pay discipline, fringe benefits, and all other terms and conditions of employment. No individual will be discriminated against, and no employment decisions will be made, on the basis of an individual's race, color, national origin, religion, age, gender, protected disability, marital status, familial status, veteran status, height, weight, or citizenship.