

# Director Of Operations And Special Projects

New York Early Childhood Professional Development Institute

Brooklyn, NY

Full-time

Hybrid

\$90,000 - \$100,000 a year

Posted on April 6, 2022

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## Job Description

The Institute is searching for a Director of Operations and Special Projects who will report to the Executive Director and serve on the leadership team of the organization. The Director will play an important leadership role in furthering the Institute's strategic growth and effectiveness. The Director recommends and implements strategies and policies to help ensure that the Institute meets its financial and operational objectives. The Director will provide critical senior staff counsel as well as nurture a positive team culture and ongoing learning across the organization. S/he will ensure that systems and processes are as effective as possible; maximizing the Institute's efficiency and impact, and allowing the staff to do their best work. The Director will have an ability to understand how projects and teams are connected, inter-related, and funded. Supervising a small team, the Director supports program directors in managing their resources and teams effectively.

The Director of Operations and Special Projects will lead the administration team on the operations-related work of the Institute, including grants and contracts management, budget, administration, human resources, personnel management, and operations. The Director will also communicate regularly and work closely with the Office of Academic Affairs' Administrative Services unit to ensure that fiscal and personnel operations are completed in keeping with CUNY and RFCUNY policies and protocols. The Director will maintain strict confidentiality regarding sensitive budgetary and human resource issues. The Director will also provide development, implementation, supervision and project management for special projects on an as-needed basis.

## Responsibilities

### Administrative Leadership

- Leads and supervises the budget, human resources, administrative and operations functions of the Institute to support the Institute's programs, projects, and initiatives, ensuring that each team has the resources and staff needed to do their work effectively and efficiently and meet project goals.
- Builds and fosters the Institute's organizational culture of inclusivity, diversity, teamwork, flexibility, responsiveness, and collaboration.
- Directly supervises the Budget and Administration Senior Manager and Project Associate, and others as needed.
- Works with administrative and operations support staff at CUNY and RFCUNY to facilitate smooth and efficient functioning of fiscal and administrative processes.
- Works closely with the Executive Director on long-range strategic and growth planning.
- Ensures Institute compliance with CUNY and RFCUNY policies, protocols, and procedures.

### **Budget and Contracts Management**

- Provides fiscal oversight and accountability for an annual organization budget of \$20M+ with funding from public and private sources.
- Supervises staff to monitor and manage grants and contracts, including reporting. Monitors revenues from grants and contracts.
- Collaborates with Institute leadership and Directors in developing budgets for funding proposals/grant applications.
- Ensures monthly budget meetings with Budget and Administration Senior Manager and Directors to review budget spending reports.
- Ensures that budgets are appropriately allocated and spent in funding timeframes and in accordance with the guidance and restrictions of each grant/contract. Processes budget modifications as needed, per funding guidelines.
- Provides and ensures timely responses to budget issues and questions.

### **Human Resources Management**

- Manages staffing processes, including recruiting, hiring, onboarding, and other human resource needs.
- Supervises, strategizes, and delegates scheduling, payroll, and time and leave processes for 100+ staff.
- Supervises annual revision of Staff Handbook.

- Leads the administrative team to ensure staff have access to the relevant resources and information that they need to be successful, e.g. communications about policy and procedure changes.

## **Procurement**

- Supervises, revises, and communicates procurement policies that align with RFCUNY purchasing policies and expectations, including consultant and service contracts.
- Works with administration team to identify cost effective and efficient modes of procurement and to maintain positive relationships with key vendors.
- Sets expectations of Institute team to ensure the team implements accurate and appropriate procedures for orders and purchase requests, maintenance of inventories, payment of invoices, and utilization of funds.

## **Other Duties**

- Perform other duties, including special projects, as assigned by the ED

## **Qualifications**

### **Minimum Qualifications**

- A Master's degree in an appropriate field of study (public administration, higher education administration, business, or related field).
- At least 7-10 years relevant work experience, with at 3-5 years of experience in a senior leadership role.
- Strong leadership capacity with experience in project management, strategic planning, capacity building, evaluation, budgeting, grant and report writing, and comfort using data to monitor progress and motivate a team.
- Proven leadership track record, with experience leading systems change, motivating large teams and disparate audiences to achieve a goal.
- Outstanding written and oral communication skills.
- Proven ability to commit to a vision, identify the scope and sequence of project-level activities necessary to achieve success, and take active steps to move the work forward.
- Intellectual strength and experience as evidenced in progressively responsible research/work experience.
- Ability to work on a team as well as independently.

- Ability to recruit, recommend for hire, and train effective, qualified staff; ability to monitor and evaluate performance, consistent with RFCUNY policies and practices.
- Ability to integrate a large or complex project with the work of other Directors and Project Coordinators in order to resolve conceptual or practical issues and ensure a strategy for overall project success.

### **Preferred Qualifications**

- Previous experience with program management, especially in early childhood, after school, education, social services, or related areas.
- Previous experience with higher education is helpful.

### **Physical Requirements**

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.

### **Application Instructions**

#### **How to Apply**

Please click on the link below to apply. Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

### **Additional Information**

#### **EEO Info** *(standard language to be included on all job postings)*

*We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.*

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=3798>