



## DIRECTOR OF OPERATIONS JOB POSTING

Want to join an amazing, fun, creative, collaborative team and a healthy, employee-focused work culture? The Gabriella Foundation (TGF), [www.everybodydance.org](http://www.everybodydance.org), a non-profit organization, was established in 1999 in memory of Gabriella Axelrad, a thirteen-year-old who loved to dance. The organization's mission is to transform the lives of underserved youth in Los Angeles through high-quality dance instruction. Come be a part of the TGF family and make a difference in the lives of thousands!

TGF's original program, ***Everybody Dance!***, began as a free after-school dance program in 2000 in an affordable housing project near downtown Los Angeles. Today, it is an award-winning program (we were presented with a National Arts and Humanities Youth Program Award by Michelle Obama in 2014) that serves nearly 5,000 students annually in both in-school and afterschool settings as the leading provider of high-quality dance instruction in the city's impacted, underserved communities.

The Gabriella Foundation is in search of a full-time, exempt Director of Operations, under the direction of the Executive Director, responsible for the development, provision and maintenance of internal operating systems for the organization, including fiscal, facilities, administrative and human resource systems. Essential Functions are as follows:

**Operations:** Provide leadership, oversight and management to ensure effective administrative support systems and infrastructure to support management and program functions by:

- Maintaining/improving administrative policies and procedures for effective operations,
- Managing day-to-day operations,
- Monitoring/maintaining facilities and overseeing leasing relationships,
- Managing organizational risk and insurance requirements,
- Maintaining systems for legal, regulatory and funder compliance,
- Managing contracts and agreements relating to administrative, operations, program and human resource matters,
- Maintaining/improving information technology systems,
- Supervising and conducting performance development conversations for assigned management and support staff, and
- Researching/compiling information, and preparing reports as required.

**Human Resources:** Ensure effective human resources management systems and workforce development by:

- Overseeing compliance with applicable laws and regulations relating to human resource management,
- Maintaining/improving organizational personnel policies that support and promote a positive work environment and morale,

- Serving as human resource officer and key contact for staff regarding staff development, training, orientation, and other personnel matters,
- Facilitating the recruitment/screening/hiring process,
- Overseeing orientation and on-boarding process to new employees, volunteers and interns,
- Developing/maintaining discipline and termination procedures and training,
- Negotiating employee benefits with providers and vendors, and
- Developing professional training and development programs to meet organizational needs.

**Fiscal Management:** Provide oversight and support for fiscal and financial functions by:

- Developing, monitoring and managing organizational budget,
- Serving as staff liaison with Finance Committee of the Board,
- Serving as main contact for Bookkeeper/Accountant,
- Supervising preparation of fiscal reports and materials,
- Coordinating and participating in annual audit and 990 processes,
- Overseeing restricted grant fund tracking and allocation of non-salary expenses in Quickbooks,
- Creating payroll GL coding reports, and
- Overseeing accounts payable and accounts receivable (performed by operations staff)

#### **Desired Qualifications**

- Bachelor's degree preferred
- Non-profit operations experience preferred
- Strong management and human resources experience
- Excellent oral and written communication skills
- Proficiency with non-profit financial management
- Highly organized, self-motivated, ability to self-direct. Detail-oriented.
- Proficiency in Microsoft Office Suite, MAC, HRIS systems, and working knowledge of Quickbooks

**Compensation:** \$65,000-\$75,000/year DOE + Benefits (Medical, Dental, Vision, Life Insurance, Vacation, Personal and Sick Leave)

**Employment Status:** Full-Time, Exempt

**Application Procedure:** Please submit cover letter and resume to [employment@everybodydance.org](mailto:employment@everybodydance.org). No calls. Start Date: July 2019.

**THE GABRIELLA FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER**