

AFFIRMATION LGBTQ MORMONS FAMILIES & FRIENDS

Full-Time Employment Listing

Director of Operations– Affirmation: LGBTQ Mormons, Families & Friends

Position: The Director of Operations is Affirmation’s full-time Senior Staff position, hired to facilitate and implement all daily operational responsibilities required to advance the mission and objectives of the organization, under the direction of the Executive Committee’s day-to-day decision making and operational authority, and according to Board of Directors’ approved policies and procedures.

Organization: The governance model of Affirmation described in the charter and bylaws has the following characteristics:

1. A volunteer Executive Committee (EC), led by a member-elected President, with the President as the face of the organization. The EC serves as the functioning executive of the organization.
2. A volunteer working Board led by the EC, who actively advance the mission of Affirmation through committee work and positive interface with members and the community. The EC and Board oversee all employee functions through the standing Human Resources Committee, chaired by the President.
3. A full-time employee (Director of Operations) who, under direction of the EC, implements Affirmation’s Strategic Plan and carries out the daily operations of the organization according to the Contract of Employment.

Role: The Director of Operations will oversee and personally direct:

1. Implementing the policies established by the EC and Board.
2. Managing strategic relationships with donors, granting organizations, and other entities that are critical to the fulfillment of the mission of Affirmation.
3. Representing Affirmation publicly, when delegated by the President.
4. Organizing and developing volunteers and groups, when delegated by the member of the EC who presides over the Affirmation Area or Region affected.

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Responsibilities:

1. The Operational Budget

- Develop, manage and report Affirmation's budget which includes three key areas of integration:
 - Expenditures
 - Income
 - Programs
- Lead and coordinate fundraising efforts to include the following duties, among others:
 - Lead all fundraising strategies, plans, events.
 - Perform grant writing and develop relationships with granting organizations.
 - Organize in concert with the Executive committee and Board mid-year and year-end fundraisers and the donor dinner.
 - Develop partnerships with other organizations and stakeholders that can influence our ability to raise funds.
 - Develop, nurture, and maintain major donors.
 - Train Board members and other members of the leadership team on how to ask for major donations.
 - Manage communications and follow-up; maintain positive relationships with major donors.

2. Leadership Development

- Implement leadership development to strengthen the future of Affirmation in three key areas:
 - Membership development
 - Volunteer development
 - Chapter and group development

3. Public Relations

- Position Affirmation for timely constructive engagement with media, people, and organizations critical to the fulfillment of the organization's mission.
 - First contact, but not default voice of the organization
 - Arranges meetings for Affirmation leaders with media, influencers, and key organizations
 - Assists the EC/Board in messaging
 - Manages Affirmation's website and social media
 - Manages internal public affairs

4. Compliance

- Provide the necessary operational support to keep Affirmation functioning
 - Maintain timely filings to ensure compliance with federal and state requirements, including countries outside the US.
 - Support the annual audit, liaison between accountant and treasurer, and other compliance measures.

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- Internal compliance: elections, awards, bank account signers, directories, strategic plan, etc.

5. Supervisory

- Supervises and manages all other paid staff

6. Committee Assignments

- Holds a permanent, non-voting seat on the following committees and attends all meetings of each:
 - Communications Committee
 - Finance Committee
- Liaisons with the Board Lead/ Area Committee Chair/ President of all other committees when performing operational duties

7. Special projects

- Only as requested by the President, Finance Committee Chair (Speaking for the Finance committee), HR Board lead (Speaking for the HR Committee), or by the collective vote of the Board of Directors

Qualifications:

- Strong commitment to Affirmation's mission and values.
- High levels of professional effectiveness, efficient time management, collaboration, integrity, optimism, and energy.
- Outstanding organization and detail orientation.
- Comfort with technology, including Zoom, Google G-suite applications, and all social networks Affirmation operates in; experience with Salesforce preferred.
- Excellent verbal and written communication and a keen attention to detail. Proficiency in Spanish and/or Portuguese a plus.
- Experience with event planning, fundraising, management, and recruiting.
- Relationship development and management skills; orientation towards network-building.
- Flexible and adaptive work style to be effective working with various leadership styles.
- Ability to resolve conflict
- Valid driver's license and regular access to a vehicle; willingness to travel to sites for program activities, current passport or ability to obtain one immediately
- Banking privileges in the country Affirmation is incorporated

Salary and Benefits Summary:

Salary: \$55,000 to \$65,000 annual compensation commensurate with experience and qualifications.

Benefits: 10 days personal leave (increases with tenure) plus six paid US holidays.

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Healthcare: Reimbursement of two thirds of the value of the Employee's health and dental insurance premiums during the contract period, not to exceed USD\$3,500.

Application:

Interested candidates should e-mail a résumé and cover letter to the President of Affirmation, Nathan Kitchen, at nkitchen@affirmation.org. The position closes on October 16, 2019.

This description is for recruitment purposes only and does not constitute an offer of employment. This description offers an overview of the job duties of the position. Full information concerning duties and requirements of the position may be found in the Employment Contract.

Affirmation is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions are based on Affirmation's non-profit mission needs, job requirements, and individual qualifications without regard to race, color, gender, national origin, age, religion, creed, disability, veteran status, sexual orientation, gender identity or gender expression.