



Job Title: Director of Operations

Reports To: Executive Director

FLSA Status: Exempt

Full Time, 40 hours/wk

Hybrid – remote office, training and stakeholder meetings in person

NonProfitConnect

NonProfitConnect’s mission is to enhance the impact of greater Mercer County nonprofits by building an increasingly diverse, skilled, and engaged group of board and staff leaders. We do this by providing programs, training, support and connection to nonprofit leaders. Our work is rewarding in that we are building bridges for nonprofits throughout our community.

Position Overview:

NonProfitConnect’s Director of Operations leads our organization in building an increasingly diverse, skilled, and engaged group of board and staff leaders. The Director of Ops is responsible for the operational, and financial management of NonProfitConnect, in addition to partnering with the Executive Director and Board on strategic direction. This role involves working closely with the Executive Director, staff, and key stakeholders to advance NonProfitConnect’s mission and achieve organizational goals.

Key Responsibilities:

1. Leadership and Strategic Planning:

- Collaborate with the Executive Director and Board of Trustees to develop, implement, and monitor the organization’s strategic plan.
- Foster a positive and inclusive organizational culture aligned with NonProfitConnect’s objectives.
- Create and present annual operational plans with the Executive Director, including a projected budget to present to the board for approval.

2. Board Relations:

- Work with the Executive Director to support the Board so they can carry out their duties in governance, strategic planning, policy development, and fundraising.
- Prepare and present clear reports on organizational performance, financial status, and program outcomes to the Board.

3. Fundraising and Resource Development:

- Ensure development of fundraising strategies to meet NonProfitConnect’s financial goals.

- Cultivate and sustain relationships with major donors, grant-making organizations, corporate sponsors, and community partners.
- Oversee the grants, annual giving campaigns, and Impact Awards to generate necessary resources.

4. Financial Management:

- Ensure the organization's financial health through sound fiscal management and effective budgeting.
- Work with the Executive Director and accounting consultants to create annual budgets, review financial reports, and assure compliance with financial regulations and policies.
- Monitor financial performance, maintain accuracy of financial controls, and manage expenses to meet budget targets.

5. Program and Operations Management:

- Oversee the development, implementation, and evaluation of programs and initiatives that align with NonProfitConnect's mission and strategic goals.
- Facilitate training and assist in delivering material as appropriate.
- Manage day-to-day operations, including staff supervising 2-3 staff, 2-3 consultants, resource allocation, and program delivery.
- Develop procedures and systems for effective organizational operations.
- Ensure high-quality program delivery and maintain a positive reputation in the community.
- Identify potential speakers and program participants including using LinkedIn recruitment.
- Serve as an advisor and confidante to local nonprofit leaders.
- Facilitate board and Executive Director peer circles. Work in partnership with staff to ensure facilitation BoardConnect, Leading From Within, LeadershipConnect and any new programs.

6. Marketing:

- Serve with the Executive Director as spokesperson for NonProfitConnect, representing the organization in public forums, media, and community events.
- Assure that NonProfitConnect's mission is promoted through strategic communication, including social media, emails and newsletters.
- Build and maintain relationships with community leaders.

7. Human Resources Management:

- Oversee recruitment, training, and professional development of staff members.
- Foster a collaborative and high-performance work environment.
- Ensure compliance with employment laws and organizational policies.
- Facilitate a cohesive team atmosphere and conduct regular staff meetings for operational efficiency.

Perform other tasks as assigned by Executive Director.

Qualifications:

- Relationship and trust builder with key partners and donors, Mercer County relationships, a plus. Personable, friendly, listener.
- Connector. Able to easily match individuals with organizations that are a good fit.
- DEI understanding, vision and commitment
- Knowledge of, vision of and passion for nonprofits and nonprofit boards
- 3 years leadership or management experience in the non-profit sector
- Experience fundraising and with fiscal management
- Outstanding verbal and written communication skills for a variety of audiences.
- Ability to create and deliver training, utilizing experts in the field
- Ability to innovate with capacity to create or improve program effectiveness and organizational outcomes
- Ability to manage a remote-working team
- Agile, willing to take on varied responsibilities (small nonprofit leader)
- Geographically located and connected in the Mercer County area, a plus

Salary Range: \$64,000-70,000

Benefits: Simple IRA participation (retirement plan) and 3% match

Work Environment:

The Director of Operations will work primarily in a home office setting with occasional travel required for meetings, site visits, and events. Flexibility in work hours is necessary to accommodate occasional evening or weekend events and meetings.

How to apply:

To apply, email: info@nonprofitconnectnj.org. Please submit a cover letter and resume. NonProfitConnect is a nonprofit 501(c)(3) organization committed to equal opportunity.