

POSITION DESCRIPTION

Director of Operations

MISSION

Bridgeport Caribe Youth Leader's mission is to provide youth with sports, educational and civic direction, to help them build the character and self-esteem they need to reach their full potential and value in society.

The Director of Operations will manage BCYL's operational and programmatic functions of activities to ensure effectiveness and efficiency. The role involves direct supervision and involvement of BCYL's operations compliance and communications related to financial management and reporting, program management and business administration. This position reports to the executive director.

Key Roles and Responsibilities

Program

- In partnership with BCYL Executive Director and staff, examine, develop, implement, document and communicate the goals for BCYL programs.
- Conduct regular site visits to evaluate programs and report on adherence and effectiveness towards desired outcomes.
- Lead Program Directors and Program Facilitators in collecting required program data.
- Prepare and present program summaries, analyses and recommendations for the executive director and board of directors.
- Provide guidance to Program Directors and Program Facilitators with ongoing coaching, mentoring and best practices.
- Build cohesive relationships with community stakeholders, parents, guardians and local schools to assist in growing BCYL's programming enrollment; and identify and develop new program opportunities.

Operations

- Assume a proactive role in increasing the organizational efficiency of BCYL.
- Participate in BCYL's annual budget process with the executive director and the board of directors' finance committee.
- Assist in the effective implementation of BCYL's strategic plan.
- Aid in the formation and implementation of standard operating procedures and personnel policies.
- Ensure personnel job descriptions, employee handbooks/manuals and employment policies are current.
- Assist with special projects managed by BCYL's executive director.

QUALIFICATIONS

- Bachelor's degree and 5-7 years of relevant experience; a graduate degree is a plus.
- Experience in business administration, grant development, program/project management, preferably in a non-profit or philanthropic foundation setting.
- Possess proven leadership skills, excellent organizational management skills with the ability to coach, to manage, and to develop high-performance teams, to set and achieve strategic objectives, and possess strong financial management experience.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Unwavering commitment to quality programs and data-driven program evaluation
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Extensive Microsoft Office Suite and QuickBooks experience

REPORTS TO

Executive Director

Salary Range: \$70,000 - \$85,000

All candidates are subject to a background check.

Interested candidates please email your resume to jtorres@bcyl.org