

GLASSROOTS

forging lives through fire and glass

Operations Director

Organization

GlassRoots, Inc. was established in 2001 to provide opportunities for achievement to disengaged, Newark-area youth by attracting them to the creation of glass art and, thereby, in the development of business, academic, and life management skills. GlassRoots introduced into economically struggling downtown Newark unique in-school, after-school, workforce and summer arts programs using competency in handling molten glass as a pathway to personal development. GlassRoots currently serves over 2000 people annually with a budget just over \$1 million, but is in a growth phase. Please visit www.glassroots.org to learn more.

Position

Reporting to the CEO, the Operations Director will define the process and implement the infrastructure/systems needed to support substantial growth over the next five to 10 years. The incumbent will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure. This is a full-time, on-site position, working in our Newark, NJ location.

As a member of the senior management team, the director will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning and managing GlassRoots' expansion to our new sites later this year. In keeping with GlassRoots' values, the director will also interact with program recipients as a mentor.

In the short-term, the Operations Director will be a key-member of our Expansion Team, with primary responsibility for all areas of our pending move, including coordination with construction and developer staff, and managing the physical move.

Specific responsibilities include:

Financial Management

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for GlassRoots' board of directors.
- Oversee budgeting, financial forecasting, and cash flow for GlassRoots' entities,
- Manage one contracted accounting administrator; hire and retain support staff as needed in the future.
- Conduct / Oversee banking tasks
- Liaise with external audit firm and coordinate all audit-related activities.

Administrative Leadership and Management

- Serve as a business partner to the CEO on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.
- Lead GlassRoots' technical efforts to design an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.

Facility Management

- Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.), with assistance from the office administrator.
- Ensure inspections, registrations, permitting and licensing are up to date at both city and state level.
- Review and maintain building maintenance contracts and work performance.

Program Recipient Mentoring

- Develop successful and trusting relationships with the program recipients and create and sustain an environment at GlassRoots that supports these relationships.
- Teach/facilitate classroom activities as appropriate (all staff are involved with our program participants at some time).

Qualifications

The Operations Director will have at least five years of professional experience, including managing the finances and administration of a high-growth \$1 million to \$10 million organization (preference given to nonprofit experience). The candidate will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

The Operations Director will have the following experience and attributes:

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector
- Experience should include legal, audit, compliance, budget, and resource development
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Proven effectiveness leading professionals, particularly in finance and accounting
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to GlassRoots' mission.

The successful candidate must pass a background check within two weeks of employment.

Salary Range: \$50,000 - \$60,000 with excellent benefits.

