



Position Title: Operations Director

Reports to: Executive Director

Position Summary: Empower Missouri is seeking an Operations Director to join our team. The Operations Director will partner with the Executive Director in growing the organization's internal infrastructure in the years ahead. This role's primary function is in finance, with additional responsibilities in human resources, operations & event logistics. The person in this role must be highly organized and detail-oriented, be skilled at building and maintaining internal systems, and have a strong customer-service mindset.

Roles & Responsibilities:

Finance (40%)

- Maintain responsibility for accounts payable and receivable
- Manage monthly employee reimbursements
- Manage monthly credit card coding
- Manage financial tracking for grants
- Manage the organization's contract bookkeeper/accounting firm
- Manage finances for any entity to whom Empower may be providing fiscal sponsorship
- Serve as the staff liaison to the board Finance Committee

Human Resources (25%)

- Manage staff onboarding & offboarding processes
- Manage organizational internship program
- Manage employee benefits
- Manage employee appreciation and retention programs
- Manage GSuite, including all employee email address and phone numbers
- Manage annual staff surveys
- Support logistics and planning for quarterly all-staff retreats
- Lead annual policy review process

Operations (25%)

- Serve as the virtual "front desk" staff member. Manage company phone line and direct general email inquiries.
- Serve as the organizational expert on our project management software (currently ClickUp). Manage staff training and support on this program.

- Serve as the organizational expert on our CRM software (currently EveryAction). Manage staff training and support on this program.

Event Logistics (10%)

- Manage all contracts and logistics for the organization's annual conference in November and the organization's Annual Awards Brunch in June.
- Support Chief of Policy Staff with logistics Empower Missouri's Annual Day of Action in Jefferson City in February

Knowledge, Skills, and Abilities:

- Impeccable attention to detail
- Ability to manage multiple tasks simultaneously and shift priorities as needed
- Clear verbal and written communication skills

Desired Education and Experience:

- **Minimum of five years of experience** in financial management, preferably in a nonprofit setting
- Experience in HR, operations, and event logistics is a plus, but training can be provided to a candidate with strong qualifications in finance
- Demonstrated experience in autonomous project leadership
- Empower Missouri is open to a wide range of educational and professional backgrounds. Competency, passion, and experience are more important than formal education, although we certainly welcome those with formal education credentials to apply.

Salary Range and Benefits:

\$60,000-\$75,000 starting salary, with annual opportunities for merit-based and cost-of-living raises; health, life, dental and vision insurance; generous PTO policy, paid holidays, and retirement plan

Location of Position:

This position can be based anywhere in Missouri, with anticipated 10% travel in-state.

To apply:

Submit cover letter, resume, and list of three references to jobs@empowermissouri.org. Priority application deadline is February 14, 2025. Applications will be accepted and reviewed on a rolling basis until the position is filled.