

OPERATION SHOESTRING

POSITION TITLE:

Administrative Director



Operation Shoestring seeks an experienced, passionate, and highly skilled Administrative Director. The Jackson, Mississippi-based nonprofit is looking for the right person to join its team as the organization expands its work and impact in the community. For the right candidate, this is a growth opportunity to do meaningful work.

Operation Shoestring's **Administrative Director** (AD), under the general supervision of the Executive Director, supervises and coordinates the daily functioning of Operation Shoestring's administration. The AD serves on the Executive Director's senior leadership team to ensure the organization is achieving its strategic goals and objectives in service to the mission.



A successful Administrative Director must have a strategic mindset and the ability to lead and develop their team and work effectively with others. The Administrative Director can multitask with ease, problem-solve effectively, and communicate expertly both written and verbally. The Administrative Director must be detail-oriented and able to quickly determine and understand context for complex matters. The Administrative Director typically works alongside the Executive Director, other staff team members, clients, board members, and the public (donors, volunteers, public officials, etc.). The Administrative Director is both responsible for coordinating administrative operations and ensuring that all administrative tasks are carried out efficiently and effectively.

QUALIFICATIONS

Job Knowledge/Skills/Qualifications:

1. Demonstrated belief in the values, vision, mission, and strategies of Operation Shoestring.
2. Demonstrated experience working in low-income communities of color to create greater equity and opportunity.
3. Ability to process information accurately and timely and perform a variety of administrative duties related to carrying out the mission and functions of a non-profit organization.
4. Working knowledge of generally accepted principles of managing office systems and people for optimal productivity and effectiveness.
5. Working knowledge of state and federal regulations governing non-profit organizations.
6. Demonstrated effective knowledge of and experience with financial management, reporting, and budgeting.



7. Ability to communicate effectively in writing and orally to diverse audiences.
8. Working knowledge of computers and computer software such as Power-Point, Excel, Word, DonorPerfect, BambooHR.
9. Working knowledge of using technology to support effective office systems and HR management.
10. Working knowledge of effective listening and communication techniques and skills, and staff development techniques for building teams of workers for optimal productivity and effectiveness.
11. Working knowledge of and effective use of administrative, managerial and supervisory skills to facilitate optimal productivity and team spirit for the organization's overall effectiveness.
12. Ability to support mission-driven team building among program staff and volunteers.
13. Working knowledge of strategies for effective implementation and management of administrative and office systems that help support programs for children and families from low-income backgrounds and focused on education, social justice, and equity.
14. Bachelor's degree (graduate degree preferred) in appropriate subject area, and minimum of five years of relevant professional experience.
15. Valid driver's license, an acceptable driving record, and reliable personal transportation are required.

Responsibilities

The Administrative Director is responsible for managing the overall administrative functions of the organization by ensuring the following:

1. The timely and effective accomplishment of administrative objectives in compliance with organization procedures and standards of operation, including in the following areas:
 - a. Basic bookkeeping and financial management (in coordination with Finance Director)
 - b. Human resources management
 - c. Administrative, custodial, and security staff functions coordination and supervision
 - d. Building and property maintenance and renovation
 - e. Audit preparation and support (in coordination with Finance Director)
 - f. Board of Directors support (under direction of Executive Director)

- g. File/records/inventory management
- h. Donor/funder records management and correspondence coordination
2. Administrative functions are coordinated and implemented in compliance with established funder and government regulations, guidelines, and laws.
3. Coordination of timely and effective administrative staff development and evaluation processes and procedures and practices.
4. Coordination and implementation of administrative planning and budgeting procedures and practices in coordination with Finance Director
5. Professionally and accurately maintaining and advancing the organization's relationships in the service community, with vendors/contractors, and organizational funders and supporters.
6. Proactively serving as an advocate for the service community and community stakeholders.
7. Modeling cooperative effort and work as a team player with staff, volunteers, board members, community stakeholders, supporters, and the Executive Director.
8. Actively participating as a functional team player on the Executive Director's leadership team and being accountable for advancing Operation Shoestring's mission and strategic objectives, inclusive of public relations and fundraising initiatives.
9. Managing day-to-day work by proactively handling multiple tasks while being detail-oriented and punctual in carrying out responsibilities.
10. Must be willing to travel on occasion for meetings and/or professional development.
11. Willingly and effectively assuming other duties and responsibilities as assigned by the Executive Director.

COMPENSATION PACKAGE

1. Competitive salary (range is \$60,000-\$75,000)
2. Medical and dental insurance (employer covers 100% of premium)
3. Retirement plan
4. Paid medical and vacation leave
5. Generous paid holiday schedule

TO APPLY

Please send a cover letter and resume' to operationshoestring@sharedstrategygroup.com. Include in the subject line: "Administrative Director."

