



JOB DESCRIPTION

JOB TITLE: Business Operations, Assistant Director

STATUS: Full-Time Exempt

Job: Code: ADBO-0822

Date: August 2022

As a member of the Imprints Cares leadership team, The Business Operations Assistant Director will be responsible for supporting Imprints Cares senior leadership team with functions essential to maintaining Imprints Cares operational integrity. Responsibilities will include leading capacity building efforts, facility management, grants oversight and reporting, and other related duties. The Business Operations Assistant Director will work closely with the Business Operations Director to manage the business office and cultivate our One Team culture.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Finance, Accounting Administration

- Responsible for overseeing capacity building for Imprints Cares. This will include logistical oversight when working with contracted vendors, staff, families, and other constituents.
- Oversee vendor contracts and relationships.
- Serve as facilities manager for all Imprints Cares properties.
 - Manage tenant leases and relationships
 - Oversee property maintenance
 - Assist with financial reporting: financial, forecasting needs, budgeting
- Assist director of business operations in producing projection models to provide insight into the organization's operations, business plans, and financial policies.
- Support senior leadership team in producing accurate and timely financial reports to funders.
- Ensure compliance with rules and regulations administered by grantors and prepare corresponding compliance reports as needed.
- Serve as an ambassador of Imprints Cares when working with vendors, financial institutions, investors, foundation executives, auditors, public officials, etc.
- Assist executive director as needed with board of directors.

Human Resources

- Work collaboratively with leadership team to update and maintain Employee Handbook to ensure compliance with organizational policies, procedures, and internal controls.
- Support business operations team with critical responsibilities including payroll, reporting, and other related duties.
- Demonstrate strong team leadership through transparent communication, established expectations, and high-quality performance standards.
- Work closely with staff to identify opportunities for improvement and supports the cultivation of innovative

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- Attend all leadership, staff meetings and other meetings related to job responsibilities.

MINIMUM QUALIFICATIONS:

- 3 years operations management experience
- Experience supervising staff.
- ☐ Bachelor's degree in accounting, finance, human resource management, or related field.
- Strong nonprofit reporting experience.
- Strong interpersonal communication and public speaking skills.
- Proficient in QuickBooks preferred.
- Proficient with Microsoft Office Products (Excel, Word and PowerPoint)
- Working knowledge of automated payroll system.
- Strong skills in synthesizing data into visual reports, charts, and graphs.
- Strong attention to detail and process oriented.
- Demonstrated ability to multi-task and to manage multiple priorities.
- Ability to work independently; be self-directed and motivated.
- Ability to handle sensitive and confidential information.
- Think strategically and lead project implementation.

REPORTING RELATIONSHIP:

The Business Operations, Assistant Director will report directly to the Director of Business Operations with a secondary reporting obligation to the Executive Director.

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