

Pensacola Young Professionals –Operations Director Job Description

Send resume to apply@pensacolayp.com

EXTERNAL VERSION

Title: Operations Director

Reports to: President

Pensacola Young Professionals' (PYP) Operations Director (OD) supports the overall strategic plans and operational duties of the organization. The OD has an in-depth knowledge of the organization's mission and vision, day-to-day operations, and functionality of all core teams and programs. The OD exemplifies the Standards of Performance of the organization. The OD is a firestarter who will keep the true essence of the organization alive and flourishing, and will ignite the flame that guides and supports the organization.

Administrative Support

- Provides administrative support to Board
 - Works with President and President-Elect to prepare agenda and supporting material for monthly board meetings and retreats
- Provides administrative support to Team Chairs/Co-Chairs [but only secondary, since VPs should provide primary support]
- Provides logistical support for events and meetings

Planning

- Supports and assists with the design and implementation of the strategic plan and dashboard. Ensures strategic plan and dashboard are kept up-to-date monthly
- Manages the organization's planning calendar (online and manual). Works with Board members and Team Chairs/Co-Chairs to ensure the master calendar is up-to-date at all times.

Management

- Oversees day-to-day operations of organization
- Provides monthly "Operations Report" at Board meetings
- Benchmark other Young Professional organizations for best practices to grow membership base, engage members, engage sponsors

Member Relations

- Collaborates with Membership Team to ensure on-boarding of new members. Ensures database is kept up-to-date.
- Makes recommendations to the Board of high performers to be recognized and rewarded
- Engages and motivates PYP's high-performing members
- Use external presence and relationships to garner new opportunities for members
- Works with Membership Team to ensure Member Benefits Card is current

Finance

- Ensures account receivable is current and there are no outstanding dues or balances. (i.e. membership dues and sponsorship dues)
- Ensures account payable is current and there are no outstanding dues or balances. Work directly with Treasurer to ensure payment.
- Manages deadlines of monthly, quarterly, and annual filings and notify Treasurer five business days in advance of due date
- Manages bank account balances to ensure operating account is well funded. Alerts the Treasurer and Board if not.
- Manages weekly bookkeeping

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- Works with Treasurer to develop yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations

Communication

- Responds to emails within 1-2 business days
- Responds to phone messages within 1-2 business days
- Ensures Board have sufficient and up-to-date information; Screen and forward any emails to appropriate board member and/or team leader
- Forward all PYP invites (i.e. invites to events, invites to speak, invites to join a Board, etc) to President and President-Elect within 1-2 business days of receipt

Sponsorships and Fundraising

- Works with the President-Elect to develop and implement a sponsorship plan, including identifying resource requirements, researching funding sources and establishing strategies to approach funders.
- Work with President to develop a communication plan to share accomplishments with sponsors on a quarterly basis
- Helps identify new sponsors with President-Elect
- Updates sponsorship package with President-Elect on an as-needed basis

Board and Advisory Council Relations

- Ensures effective transition between Board members. Work with President and President-Elect to facilitate transition.
- Assists and advises the Board and the Advisory Council

Marketing and Public Relations

- Assures the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders
- Supports the Marketing Team to deepen and refine all aspects of communications—from web presence to external relations (i.e. press releases), with the goal of creating a stronger brand.
- Ensures consistent design, marketing, promotion, delivery and quality of programs, products and services
- Manages relationship with website vendor and ensures website is up-to-date at all times
- Builds and strengthens partnerships with local organizations and community leaders

Education or Experience Requirement

- Bachelors Degree or 4 years or more of related experience

Compensation and Schedule

- Office Hours – Monday through Friday, 8:30a -5:00p, Hours may fluctuate depending on afternoon meetings/events.
- Full-time 40 hours per week
- Exempt Status
- Federal Holidays (New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day) and 5 Paid Days Off per year – submit PDO request form to President-Elect and Treasurer 2 weeks prior to requested day off
- Paid bi-weekly; Timecard approved by President and processed by Treasurer