

Director of Business Operations

About Giving Children Hope: Giving Children Hope (www.gchope.org) is a faith-based partner providing sustainable hope across the street and around the world. We do this through a variety of programs including ongoing crisis and disaster response in collaboration with local and global communities. In the local community, Giving Children Hope provides 1200 backpacks full of food to children in need every week. Internationally, Giving Children Hope has shipped food, medical supplies and basic needs to people in crisis in over 30 countries in the last year alone.

Position Summary: This position is responsible for safeguarding the organization's operations in line with its mission and values. This includes guiding operating methods, creating & monitoring budgets, analyzing financial data, overseeing human resources requirements, improving information systems, managing administrative staff, leading the team in risk management, and developing operating policies and procedures. The ideal candidate will utilize their excellent organizational skills and strategic planning to assist the organization in generating financial health, optimizing operations, improving employee performance, and continuous improvement to our business model.

Reports to: Chief Operations Officer

Supervises: Front Desk Administrator & Bookkeeper

Responsibilities include:

Business Excellence:

- Key leader in driving growth, ensuring expertise and effectiveness in operational strategies for the organization
- Ensure adherence to strategic performance objectives
- Develop and maintain company policies & procedures. Ensure that SOPs are in line with affiliations/memberships, & GAAP principles.
- Maintain records for licenses and memberships for business operations
- Optimize delivery of GCH services by researching and implementing technologies
- Manage vendor relationships and negotiate contracts and agreements

Financial Oversight:

- Lead the creation of the annual operating budget
- Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Board and GCH leadership
- Manage revenue recognition, accounting and bank processes
 - Payroll approval and oversight
- Create operations accountable to the annual audit in accordance with GAAP principles and affiliations/memberships.

Human Resources:

- Oversee Human Resources including hiring, administration, and training of personnel
- Maintain and update staff records annually and as needed throughout the year including employee evaluations
- Uphold HR policies and make recommendations for changes annually

Qualifications:

- Bachelor's degree in Business Administration, Accounting, Non-profit Management or related field
- Experience managing a complex enterprise's operations, human resources, and finances
- Proven ability of managing budgets of 1-3 million
- Proficient administrative and financial acumen
- Strong ethical leadership abilities
- Excellent written and verbal communication skills
- Ability to build and lead teams
- Outstanding organizational skills
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Salary Range: \$60,000-\$70,000

To apply please send a cover letter and resume to jobs@gchope.org with subject line referencing "Director of Business Operations". No phone calls or in-person applicants, please.