



## **DIRECTOR OF OPERATIONS POSITION DESCRIPTION**

The South Dakota Education Equity Coalition (SDEEC) is a broad-based, cross-sector coalition that was organized to build grassroots support to move Indigenous education forward in South Dakota. SDEEC is an organization committed to advocating and elevating the most urgent needs of Indigenous education in our state; while simultaneously acting as a convening space for Indigenous education practitioners, advocates, parents, students and community. As of March 1, 2022, SDEEC is an independent, fiscally-sponsored organization on the path towards achieving 501(c)3 status.

### **Position Title- Director of Operations**

### **Reports To- Executive Director**

### **Salary Range- Full Time, \$80,000-\$90,000 DOE**

### **Job Summary:**

The Director of Operations will support the Executive Director in building the organizational capacity of SDEEC by leading the development, implementation and maintenance of SDEEC's daily operations. The Director of Operations provides the leadership, management and vision necessary to ensure that SDEEC has the proper operational controls, administrative and reporting procedures, and systems in place to effectively grow the organization in order to ensure organizational strength and operating efficiency.

### **Essential Duties:**

- Collaborate with Executive Director in the development of performance goals and long-term operational plans
- Provide day-to-day leadership and management including human resources, client and public relations and support services including IT & Telecommunications.
- Oversee allocation of staffing resources and responsibilities for organizational priorities
- Support and promote timely, desired outcomes for these priorities
- Coordinate and develop grants management system
- Establish and maintain positive working relationships with community organizations. Represent the organization at various community and/or business meetings.
- Participate in the development and implementation of program policies and procedures to ensure efficient and safe operation of various agency programs.
- Provide advice and assistance to the Executive Director in the planning, implementation, and evaluation of modifications to existing operations, systems, and organizational procedures.
- Direct all information technology and network system deployment and maintenance including all IT infrastructure, telecommunications and security. Maintain and periodically



review operational policies & procedures, guidelines and best practices, revising and updating as required.

- Provides leadership and management to ensure that the mission and core values of the SDEEC are put into practice
- Manage relationships/agreements with external partners
- Assist with the creation of other jobs needed for the development of the Organization
- Manage grant budgets in coordination with Executive Director and Accountant
- Manage events and planning alongside staff to ensure success
- Support program marketing with communications consultant as needed
- Attend and participate in networking events that relate to SDEEC's mission and support knowledge development
- Other duties as assigned

#### **Qualifications & Requirements:**

- Evidenced experience in working with grassroots Indigenous communities
- Previous experience as a manager, director or other related position
- Minimum of 5 years experience with grants & budget management
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- In-depth knowledge of organizational infrastructure and operations
- Experience and knowledge of IT & internal management systems
- Familiarity with Google Suites, MS Office and various business software (e.g. Procurement, CRM...)
- An analytical mind capable for "out-of-the-box" thinking to solve problems
- Outstanding organization and leadership abilities
- Excellent communication (oral and written)
- Bachelor's degree in business administration or relevant field

#### **Physical Demands:**

Functions include, but are not limited to, the ability to talk and communicate sufficiently to exchange accurate information, move about the office and out of office to various indoor and outdoor locations, and remaining in a stationary position for extended periods. Must occasionally lift and/or move up to 10lbs and push or pull up to 5lbs.

#### **How to Apply: (Closing Date- May 13, 2022)**

To apply, send a cover letter and resume to Sarah White at [sarah.white@sdeec.org](mailto:sarah.white@sdeec.org) with "Director of Operations" in the subject line.