



Job Description: Director, Operations

This position is an integral part of a care team that helps survivors of human trafficking, exploitation and prostitution to establish successful independent living through support advocacy and care.

This is a unique opportunity for a proven leader to establish a fingerprint on the future of the agency and where it evolves. Reports to the Executive Director.

The Dorothy's House Operations Director is a full time, exempt position for the purposes of federal wage laws. This position is eligible for 4 weeks paid vacation per year upon completion of a 90-day probationary period. Training will take place over the 90-day probationary period.

The Operations Director is one of great diversity and requires flexibility in time and in priority setting as the needs of the residential properties emerge. The responsibilities of this role include but are not limited to:

- Collaboration with Program Director, Services Director and
- Oversight of daily operations for all residential placements (our residence and scattered site placements)
- HR responsibilities and management/scheduling of Direct Care, Services Director, Program Director and night staff (Currently 6 staff)
- Day to day support of the activities in the home
- Oversight and coordination of the functions of the home
- Oversight of Volunteer Coordinator and all the activities that result from volunteer engagement
- Develop training/growth opportunities for staff
- 24x7 monitoring of agency phone for emergencies

This role requires strict confidentiality and is conditioned upon a background check.

Employment at Dorothy's House is at will and may be terminated by either party without notice.

Qualifications:

The successful candidate for Operations Director at Dorothy's House include:

- Knowledge/experience in human services, trauma/trauma informed care, residential care programs
- Leading by example with compassion, care and respect
- Effectively promote the mission/vision and values of the organization internally
- Ability to zoom in/out with operational strategy and execution
- Flexibility, adaptability
- Able to set/re-set priorities as the organization grows/evolves
- Quarterly board reporting responsibilities

Starting Salary Range: \$40,00 – \$50,000