



EDMUNDITE *Missions*

Job Title:	Senior Vice President, Operations	Job Category:	Exempt
Location:	Selma, Alabama	Travel Required:	Yes
Compensation Range:	Commensurate with experience	Position Type:	Full-time

JOB DESCRIPTION: The Senior Vice President, Operations is responsible for overseeing the day-to-day management of the work of the Edmundite Missions as well as the operations of the infrastructure that enables that work, both physical and digital. Responsibilities include operations on the campus in Selma, Alabama and all other Missions locations. The position reports to the President and CEO of the Edmundite Missions. The position oversees the day-to-day services and needs of all program managers as well as the Director of Virtual Operations.

ROLES AND RESPONSIBILITIES:

- Day-to-day Operations
 - Oversee day-to-day operations of all Missions programs, ensuring quality of services to, and the dignity of, Missions clients
 - Identify operational improvements that can increase reach and quality of services, develop plans for implementing improvements, and lead the implementation
 - Coordinate service intersections across the Missions among programs and among service sites
- Human Resources
 - Create and lead all internal professional development programs at all levels
 - Lead human resources acquisition, retention and release processes, in close coordination with the Chief Financial Officer (CFO) and the President and CEO
 - Maintain and ensure enforcement of all human resources policies and procedures
 - Develop any additional needed human resources policies and/or revise existing policies, for clearance by the President and CEO
 - Provide leadership to program managers in improving human resources management at all levels of the organization
 - Mediate all human resources disputes at all levels of the organization, with decision-making at the level of the President and CEO
- Infrastructure
 - Ensure and oversee the maintenance of all Missions physical infrastructure, both solutions to and prevention of problems. In this regard, the position oversees
 - Maintenance/Utility coordinator, who takes responsibility for acting on and resolving all small-scale physical infrastructure maintenance and repair
 - Outsourced company contracted to handle all major infrastructure repairs
 - Oversee the integrity and quality of all digital infrastructure affecting operations
 - Act as primary Point of Contact for all contractors in all infrastructure maintenance and improvement
 - Act as primary Point of Contact for all vehicle fleet maintenance and the assignment of fleet vehicles to staff
 - Act as primary Point of Contact for all major infrastructure projects on either the Selma campus or Mosses operations

- Finance ○ In close coordination with the CFO and Chief Program Officer, oversee budget development at the level of all program managers
 - Lead managers in the process of budget monitoring
- Performance ○ Monitor performance of all programs, ensuring monthly and quarterly performance indicators reporting to the

President and CEO and CFO and coordinating with the Chief Program Officer ○ Develop and oversee measures of program quality in close consultation with the Chief Program Officer ○ Assist Chief Program Officer in mentoring program managers in the use of performance metrics in program management and planning Characteristics and Skills

- Respect for the teachings of the Catholic Church
- Commitment to serving the poorest with respect and dignity
- Proven track record as a team leader
- Entrepreneurial in problem solving; demonstrated ability to problem-solve quickly and efficiently
- Demonstrated skills in managing a broadly gauged institution, with multiple program or product lines within a challenging economic environment
- Strong business acumen with a broad understanding of fundamental management principles
- Experience in human resources management
- Analytic problem-solving skills with impeccable attention to detail
- Demonstrated achievements in process improvements
- Strong interpersonal and communications skills, both oral and written Education and Experience
- At least 8 years in an operations management role with broad responsibility that includes human resources □
BA in business, organizational behavior or related field; MBA preferred
- Previous P&L responsibility a plus

Please send resume to: HR@edmunditemissions.org

No phone inquiries, please.