



# UMBRELLA PROJECT



## Director of Operations

Reports to: Board of Directors

Positions Reporting to this Role: Administrative Manager

15 hours/week

### Summary:

The Director of Operations works with Umbrella Project to create, maintain and oversee the day-to-day operations and overall structure of the company and ensure that our team is well-coordinated and productive by managing Umbrella Project procedures and coaching our team. The Director of Operations will work with other members of Umbrella Project executive staff to craft the future of the organization.

### Responsibilities:

#### Operations:

- Provide fiscal oversight and monitoring
- Create and manage annual operating budget
- Manage bookkeeping and expense tracking
- Plan and monitor the day-to-day running of business to ensure smooth progress toward mission
- Manage key relationships with external partners/vendors, including serving as liaison to fiscal sponsor
- Ensure Umbrella Project complies with all federal, state and city legal and regulatory requirements
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements
- Manage new hire processes, including creating job descriptions, recruiting talent, making offers, managing onboarding paperwork, and oversee training and orientation activities
- Help to lead and execute strategic planning process to ensure mission impact and fiscal growth of organization
- Monitor the operational systems, processes and policies in departments throughout the organization in support of the Umbrella Project mission, making adjustments when needed
- Oversee project timelines and calendars in departments throughout organization

- Manage procurement processes and coordinate material and resources allocation

Qualifications:

- Strong organizational skills
- Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships
- Team player, with the confidence to take the lead and guide others when necessary
- Creative thinker with good technical understanding
- Knowledge or experience of non-profit or small business structure

Nice to Have:

- 2+ years managing in a non-profit environment (ideally with a focus in the arts)
- Dedication to or seeking degree in Administrative or Non-Profit arenas
- Vast knowledge of digital and analogue organizational tools

TO APPLY: Send a resume and brief statement of interest to [jswingle@umbrellaprojectnw.org](mailto:jswingle@umbrellaprojectnw.org).

This is a volunteer position at this time. We hope to offer competitive stipends in the coming year.

Umbrella Project expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Umbrella Project is dedicated to Anti-Oppression and Equity.