

Operations Manager
Texas Suicide Prevention Collaborative
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Compensation: Commensurate with experience

Status: Half Time, Exempt with the intent of full time by Fall of 2023 (negotiable)

Location: Work from home or hybrid

Benefits: Health insurance, PTO, sick leave

TRAVEL REQUIREMENT: Travel up to 10% may include overnight stays

About the Texas Suicide Prevention Collaborative:

The Texas Suicide Prevention Collaborative is a statewide non-profit committed to improving suicide prevention outcomes at the local and state levels. TxSPC operates three lines of effort:

1. Serving as the administrative and operational backbone of the Texas Suicide Prevention Council – a statewide network of public and private partners who work together to implement the Texas State Plan for Suicide Prevention.
2. Administer, implement and manage a series of suicide prevention trainings – online, training of trainers network, and community workshops to support the comprehensive approach to suicide prevention.
3. Support capacity building of suicide prevention coalitions and statewide partners by providing technical assistance, maintaining the state’s most utilized suicide prevention website, coordinating the Texas Suicide Prevention Symposium, and providing professional services through grants and contracts.

About the Position: Operations Manager

Working closely with the Executive Director, project teams and the Board of Directors, the Operations Manager plays an essential role in programming and operational support. They manage the organizational operations by directing and coordinating governance and administrative activities consistent with our mission, values, and strategic plan. They ensure that internal operations and external activities comply with applicable laws, contracts, and regulations.

Essential Job Duties and Responsibilities

Human Resources Management

- Contribute to an effective team, focused on developing and meeting specific mission-driven goals through the ability to manage detail-driven tasks and apply problem-solving approaches.
- Manage in day-to-day operations of TxSPC, including hiring support, developing performance standards, monitoring and reporting work activities aligned with program reporting standards.
- Monitor and contribute to our mission and vision by supporting grant writing and development or other funding requirements as appropriate.
- Contribute to an environment that fosters excellent performance by demonstrating a high level of integrity, work ethic, and commitment to meet deadlines and other work-related obligations.
- Ensures staff and contractors are onboarded properly, Statements of Work are properly executed and invoicing is accurate and submitted in a timely manner.

Program/Financial Management

- Ensure the organization employs sound financial and administrative practices.
- Work with Treasurer, Accounting team, and Board in preparing an annual budget.
- Prudently manages organizations resources withing budget guidelines according to current laws and regulations.
- Maintain official records and documents and ensure compliance with federal, state, and local laws and regulations
- Implement best practices and sound strategy to ensure appropriate management of TxSPC resources
- Advanced proficiency in the use of computers and Microsoft Office products as well as moderate proficiency in project management tools such as Trello and Slack

Ability to:

- Establish and maintain working relationships with TxSPC stakeholders, contractors, staff and Board members to achieve common goals.
- Consistently meet internal and external customer needs and expectations in a professional manner
- Act in the best interest of TxSPC.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Selecting and using training/instructional methods and procedures appropriate when learning or teaching new concepts.
- Identifying and resolving problems by employing strong analytical techniques, innovative approaches, initiative in preventing and solving problems.
- Effectively managing staff activities and day-to-day operations.

Perform other duties as assigned/prescribed by the Board of Directors and Executive Director.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited four-year college or university with a bachelor's degree – preferably in public health, public administration, business, social services or similar fields of study.

Substitution: Related work experience may be substituted for education requirement on a year-for-year basis. Official college transcripts must be furnished at the time of the interview.

Experience:

Required:

- Experience as senior manager with at least 5 staff
- Minimum five (5) years' experience in business management.
- Minimum five (5) years' experience in fiscal management and oversight, including budget, cash flow, and fund development and monitoring

Preferred:

- Experience working for a nonprofit organization
- Experience in grant writing
- Knowledge of and experience with state and federal grant reporting requirements
- Experience in drafting organizational policies and procedures
- Working knowledge of a board governance model of leadership

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, leadership technique and coordination of people and resources

Skill in:

- Using effective written and verbal communication to convey information in a clear and concise manner

If you are interested in applying for this position, please send a cover letter with salary requirements, a resume, and a writing sample to:

Lisa Sullivan

Lisa.sullivan@texassuicideprevention.org