

Operations Manager
Texas Suicide Prevention Collaborative
Austin, TX
Veterans and Military Spouses Encouraged to Apply

Compensation: Commensurate with experience

Status: Full time

Location: In office-hybrid but must be based in Austin.

Benefits: Health insurance, PTO, sick leave

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

About the Texas Suicide Prevention Collaborative:

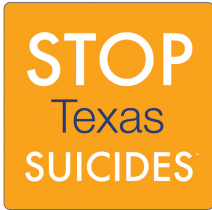
The Texas Suicide Prevention Collaborative is a statewide non-profit committed to improving suicide prevention outcomes at the local and state levels. We work relentlessly to improve the lives of all Texans by suicide prevention prevention efforts across our state.

TxSPC operates four lines of effort:

1. Serving as the 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 such as:
 - a. Provide technical assistance to stakeholders through activities such as fielding information and volunteer requests.
 - b. Administer the content of the state’s most utilized suicide prevention website and coordinate updates with the web developer.
 - c. Coordinate activities related to the Texas Suicide Prevention Symposium.
 - d. Provide relevant professional services through grants and contracts.
4. Internal operational processes to support effective management outcomes in a non-profit environment.

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.



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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.

- 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.
- 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 Zoom, 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 operational challenges.
- 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, and initiative in preventing and solving problems.
- Effectively managing staff activities and day-to-day operations.
- Plan and execute project and program planning.

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 as a substitution for education will be considered on a case-by-case basis. Official college transcripts must be furnished at the time of the interview.



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Experience:

Required:

- Professional judgment and discretion to effectively operate and support a mental health non-profit with a wide range of stakeholders.
- Strong organizational, verbal, and written communications appropriate for a mental health operating environment.
- Minimum three years supervisory experience.
- Minimum five (5) years' experience in business operations.
- 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.
- Knowledge of grant develop processes.
- 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.

If you are interested in applying for this position, please submit a cover letter with salary requirements, a resume, and a writing sample via email with "Operations Manager" in the subject line to:

admin@texassuicideprevention.org

The Texas Suicide Prevention Collaborative is an equal opportunity employer. TxSPC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, veteran status or any other basis covered by appropriate law. All candidates must be authorized to work in the United States. This position is not eligible for work or study visas, such as H-1B. Employment is decided based on qualifications, merit, and business need.