

Position Title: Director of Operations

Pay Range: \$42,000 – \$45,000

Supervised by: Executive Director

Supervision Exercised: Program Heads

Work Schedule: Full-Time

Environment: On-Site

Location: High Point, NC

Open Door Ministries of High Point, Inc. is a nonprofit organization committed to preventing and ending hunger and homelessness through advocacy, education, housing, and coordination of services. Our organization coordinates a total of 6 programs, which include a Men's Emergency Shelter, Veteran's Transitional Housing, Permanent Supportive Housing, Emergency Financial Assistance, Food Pantry, Mobile Meals, and Soup Kitchen. Open Door Ministries believes that challenges faced are not always known and never look the same. Our wholistic and collaborative programs help to provide support adapted to those who come for our services.

What you will do:

The **Director of Operations** focuses on all aspects of the day-to-day running of the facility. This role involves assisting our 7 program heads with improving and maintaining efficiency in providing services.

Tasks include:

- Oversee the condition and development of the Centennial facility, with support to Arthur Cassell facility.
- Ensure appropriate technological and software tools are available for staff to accomplish goals.
- Lead action steps related to the agency's operational and financial management needs.
- Perform checks and other management of all vehicles owned by the organization.
- Collect program reports and analysis to implement development plan.
- As assigned, participate in community meetings related to operations and facility development.
- Defining, implementing, and revising operational policies and guidelines for the organization.
- Developing and executing new growth directives.
- Liaising with departmental heads to develop financial plans and ensure company-wide operational compliance.
- Manage procurement and resource allocation.
- Oversee contractual relationships with vendors and independent contractors, including submission of required forms.

- Support Grant Writer with submission of grants (e.g. writing, data reporting)
- Coordination of required applications and project reports for Federal, State of North Carolina, and private funding sources.
- Supervise and support Food Pantry and Soup Kitchen Coordinators in completing day-to-day functions.
- Complete federal reporting and submit grant/license renewals required for programs.
- Oversee onboarding/offboarding of Kitchen and Pantry staff.
- Collaborate with Volunteer/Intern Coordinator to implement and develop opportunities.
- Uphold and ensure program compliance with all regulatory requirements.
- Other duties as assigned.

What a successful candidate will need:

Knowledge and skills:

- Demonstrated ability to conceptualize, initiate, and implement tasks.
- Ability to work independently and collaboratively.
- Excellent written and oral communication skills.
- Ability to work collaboratively and independently.
- Comfortable with data management.
- Ability to write for various audiences including foundations, corporations, and broader general constituencies.
- Working knowledge of Microsoft Office Software.

Education and Experience:

- Bachelor's Degree (Required) / Master's (Preferred)
- 3-5+ years experience in nonprofit or operations role
- 3-5+ years of supervisory experience
- Knowledge and practical understanding of fund-based accounting (or willingness to learn)
- Experience with Google Workspace or Microsoft 365

How to Apply:

Submit resume and cover letter [here](#).

Open Door Ministries of High Point, Inc. is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit, and business needs. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.