

Vice President of Operations

Description

The Elizabeth Dole Foundation is looking for an experienced Vice President of Operations to join our talented team of top tier professionals dedicated to the organization's mission. We seek an energetic, experienced professional to oversee all EDF's G&A functions, continuously improve EDF operations, and support the overall growth of the organization and its staff. The VP of Operations will work closely with the CEO and Chief of Staff to ensure the smooth functioning of all mission-critical back-office operations, including budget management, financial operations, talent management, IT and database operations, legal and audit, and facilities management. The VP of Operations will play a significant role in the Foundation's key operations and activities as well as proposal development, high profile special events and revenue forecasting.

The successful candidate for this position will be an experienced, entrepreneurial and highly motivated professional, with prior experience in an operations management field, preferably operations leadership for a non-profit. Significant growth opportunities for the candidate who is able to demonstrate proven ability to execute day-to-day operations, as well as ability to support strategic planning, development of longer-term strategic initiatives and other organizational and operational improvements.

Responsibilities

- Execute and run annual budgeting process across cost centers, develop yearly operating plan and manage overall Foundation budget
- Run financial operations, including accounts payable, receivables, financial reporting, and annual audits; manage both internal and external financial staff
- Prepare and present financial reports to key Foundation stakeholder groups, including Board of Directors, funders, and nonprofit, corporate, and government partners
- Oversee purchasing and manage contracts with external service providers to ensure high-quality, cost-effective support
- Manage key talent processes, including annual assessments, benefits strategy, recruiting and onboarding
- Lead HR service delivery, including administering benefits, managing hiring processes and onboarding new staff, and management of both internal and external HR staff
- Manage Foundation facilities and operations both on-site and virtually, including office build-out, IT and database infrastructure and any facilities-related troubleshooting
- Ensure that the company continues to run with legality and conformity to established regulations, and manage procedures to continue compliance with respect to accounting, charity registrations, annual 990 completion and the annual audit
- Serve as the primary liaison with outside legal counsel
- Oversee and support critical EDF processes, including the Foundation's overall strategic plan, proposal development, grant reporting, special events and revenue tracking
- Continually mature Foundation operations and build culture of operational excellence

Requirements

The Elizabeth Dole Foundation seeks an energetic and versatile professional to be based in the DC area. The applicant must have excellent verbal and written communication skills, with proficiency in Word, Excel, and PowerPoint. Familiarity with non-profit accounting principles and operations management is required. Experience with the military and veteran caregiver community is desired and will be considered when choosing the best applicant for this position.

Desired Experience

- Bachelor's Degree from a 4-year institution is required, MBA preferred
- 10+ years of professional experience is required
- 5+ years of experience in an operations leadership role at a non-profit is preferred
- Detailed understanding of non-profit accounting principles
- Previous managerial experience is required
- Previous experience managing a multi-million-dollar P&L in a non-profit environment is preferred, but not required
- Experience working with informal family caregivers and/or working with military/veteran health systems is preferred, but not required

About You

- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders, including the ability to work with military caregivers and donors to provide excellent and timely customer service
- Detail oriented, with excellent organizational skills and the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Reliable, dependable and able to work in a fast-paced environment and meet tight deadlines
- Adhere to professional standards with an unwavering integrity and commitment to ethical conduct
- Discrete; understands when confidentiality is required
- Energetic, optimistic, with a passion for helping others, while maintaining a sense of humor and warm relationships with colleagues and partners
- Thrive in the value-based environment of an organization improving the lives of its constituents every day

To Apply

Please submit a cover letter and resume in PDF format to:

Pavel Sullivan, Chief of Staff

pavel@elizabethdolefoundation.org