



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE:

Director of Operations and Reporting

POSITION LOCATION: 409 E State St. Albion

PAY/HOURS: Full Time Exempt position

QUESTIONS OR RESUME TO:

Susan Jessmer, HR and Payroll Administrator
409 East State Street
Albion, NY 14411
HR@caoginc.org 589-5605

RESPOND BY Friday, March 5, 2021

Note: Internal Candidates may respond with a letter of interest and current resume

MAJOR RESPONSIBILITIES

- This position is directly responsible for operational support and planning for all agency programs. This includes grant writing, management and reporting, strategic planning, data management, technology administration, marketing and vendor relations.
- Support all Agency programs through planning, development, reporting and evaluation.
- Manage and supervise the Weatherization and Home Rehabilitation Programs.
- Ensure compliance with contracts and relationships with partner agencies.
- Manage customer data, including collection methods, database upkeep and reporting.
- Attract customers, partner agencies and donors to Community Action through targeted marketing.
- Manage all aspects of technology within the Agency, including, but not limited to: Desktop and laptop computers, network equipment, software, servers, printers, copiers, phone systems, etc.
- Provide on-site assessment and technology training to Agency staff.
- Staff liaison to the Board of Directors Program Committee.
- Follow ROMA methodology.

REQUIRED MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration or related field.
- Experience with project planning, data management, development, and/or evaluation.
- Demonstrated ability to work independently and prioritize multiple tasks.
- Excellent organizational and interpersonal skills, including ability to treat all people with dignity and respect.
- Strong analytical and problem-solving skills.
- Must possess quality writing skills and analytical skills necessary to prepare and present quality funding proposals.
- Must be proficient with technology applications, including Microsoft Office.

Desirable Qualification

- Master's Degree in Nonprofit Management or related field.
- Prior experience in non-profit environment helpful