

Director of Administrative Services

Organization: Kinnect

Post Date: 12.7.18

Program: Administrative Team

Reports to: Executive Director

Job Location: Cleveland office

Benefits: Health, Dental, Vision & Retirement

Supervises: Office Manager, Finance Director, and other Consultant Team Members



Position Summary

The Director of Administrative Services will serve as a strategic partner to the Executive Director to ensure operational excellence, designing financial and administrative systems, HR systems, overseeing the IT infrastructure, and is primarily responsible for the successful management of core business and operational functions for Kinnect. Candidates must be an excellent leader who can discover the most efficient ways to run the organization. In addition, it is vital for the Director of Administrative Services to have a passion for the mission and vision of the organization.

Essential Functions

- Work with the Leadership Team to set strategic priorities for the organization
- Provide supervision to Administrative Team comprised of one to three full time and three to five contract staff
- Work collaboratively with the Executive Director, Treasurer and Finance Committee to oversee all aspect of Kinnect's finances
- Prepare for annual audit and Form 990 tax filing
- Reconcile or oversee the reconciliation of all bank accounts monthly and provide copies to Executive Director and Treasurer
- Monitor compliance with document retention policies
- Monitor issues involving credit cards and donation transactions including compliance with policies and recording of donations
- Monitor internal controls and develop additional controls where needed
- Collaborate with the Leadership Team to provide direction and support regarding:
 - Contract and grants management (budgeting and deliverables)
 - Human resources support including scheduling, vacations, benefits, and record keeping
 - Develop and implement a professional development program
- Work with the Office Manager to ensure effective and efficient use of office space
- Manage Kinnect's employee benefits package, HR compliance, and HR records
- Manage relationships/agreements with external partners/vendors
- Evaluate overall performance by gathering, analyzing and interpreting data and metrics
- Oversee and manage the office infrastructure and IT functions
- Manage insurance policies, audits, and payments. Review documents annually
- Other projects and responsibilities as assigned by the Executive Director

Minimum Requirements

Education: Bachelor's Degree required with a Master's Degree preferred in business, public administration, finance, human resources, or related field.

Preferred Skills/Qualifications:

- A record of success in a nonprofit leadership role

- Experience as Director of Operations or equivalent position
- Excellent organizational and leadership abilities
- Outstanding communication and people skills
- In depth knowledge of diverse business functions and principles (e.g. supply chain, finance, customer service etc.)
- Working knowledge of data analysis and performance/operation metrics
- Familiarity with MS Office and various business software (SalesForce, Quickbooks, MailChimp)
- Willingness to work in a diverse, small office, small team environment.
- Must be able to pass a background check
- Understanding of the Generally Accepted Accounting Principles (GAAP)
- Knowledge of technology and the ability to leverage it to improve operations and communication

Additional skills/competencies necessary:

- Teaming: Ability to motivate and inspire a team. Must show a commitment to establishing and maintaining vision in a fast-paced fluid environment and to help team members to understand their role in helping to accomplish the vision.
- Initiative: Measure self against a standard of excellence. Undertake self-development activities and learn new skills, seek increased responsibilities and ask for and offer help when needed. Demonstrate the ability to work independently and harmoniously with a variety of personalities and leadership styles.
- Communication Skills: Clearly and persuasively communicate, including public speaking; listen and seek clarifications; participate in meetings; write clearly and informatively.
- Integrity: Work well in a rapidly changing environment; treat other with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.
- Flexibility: Able to multitask in a change work environment. Handle competing demands and unexpected events. Willingness to change approach to best fit the situation.
- Dependability: Follows instructions, takes responsibility for own actions; keeps commitments.

Working Conditions

- This position occasionally requires long hours and occasional weekend work.
- This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Please send resume and cover letter to Dionne Sims at dionne@kinnectohio.org

Minority and LGBTQ candidates strongly encouraged to apply.

All employment decisions at Kinnect are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, size, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.