



Job Title: Director of Operations

Job Type: Full time, exempt

Reports to: President & CEO

Hutchinson Community Foundation is the go-to source for philanthropy and transformative change in Reno County, Kansas. We believe in the abundance of our community, that leadership is an activity and that everyone can be a changemaker. We are an innovative group of learners who take the long view in solving challenges, and we connect generous donors with good people and meaningful solutions. Through convening around important issues, accelerating social innovation, and mobilizing resources, we strive to ensure people and neighborhoods are healthy and connected, the local economy is strong and diverse, and that residents enjoy a sense of place and pride in their community.

Position Description

This Director-level position will oversee operations of the organization including policy, performance, and process management; administration and stewardship of complex and planned gifts; contract review and negotiation; and fund administration. The Director of Operations will work closely with trustees, nonprofit executives, and professional advisors like attorneys, accountants, and financial planners. Reporting to the President & CEO, the Director of Operations will join the Leadership Team, participate in meetings of the Hutch CF Board of Directors, and supervise staff responsible for finance, accounting, and operations. The functions of the position include, but may not be limited to the following:

Key Responsibilities

Staff Leadership

- Serve on the Leadership Team
- Supervise and support the Operations Team and various contractors.
- Contribute to and support annual budget that reflects Hutch CF priorities.
- Oversee development of annual workplan and monitor progress.
- Oversee annual and mid-year staff evaluation processes.
- Oversee and coordinate professional development and cross-training for all staff.
- Work with Leadership Team to oversee staff reflection, recognition, team building, and celebration.
- Other duties as assigned.

Regulations and Compliance

- Oversee the use of appropriate internal controls and risk management.
- Develop and revise policies and ensure they are correctly reflected in publications.
- Review and negotiate contracts with partners, consultants, and vendors.
- Lead internal audit of funds for compliance and stewardship.
- Prepare memos and reports for action by the Board of Directors, Governance Committee, Investment Committee, and Impact Investment Committee.
- Stay abreast of changes in federal and state laws affecting philanthropy.
- Oversee compliance with national standards set by the Council on Foundations.
- Work with staff to continuously improve and document systems and processes.

Fund Development and Stewardship

- Track, receive, and steward complex and planned gifts.
- Oversee administration of funds and produce establishing fund documents.
- Work closely with development staff to ensure quality stewardship and seamless donor service activities for new and existing funds.

Impact Investments

- Serve as staff liaison to the Impact Investment Committee.
- Work with community partners to conduct due diligence on potential impact investments, prepare closing documents, and complete an annual review of loan activity and performance for the Impact Investment Committee.

Qualifications

- Master's degree and ten years of related experience in several administrative areas. Legal background preferred.
- Prior experience with trust administration and/or planned gifts is highly desirable as is an understanding of governance and legal issues related to community foundations and/or non-profit organizations.
- Proven leadership and relationship-building skills to work well with diverse stakeholders.
- Able to effectively manage people and projects and prioritize resources for optimal results.
- Able to read, analyze and interpret complex documents.
- Able to respond effectively to the most sensitive inquiries or complaints.
- Able to make effective and persuasive presentations, both oral and written, on controversial or complex topics to the board and stakeholders.
- Organized and detail-oriented; able to anticipate needs, set priorities, and meet deadlines.
- Well-developed technology proficiency (including Microsoft Suite, Adobe and social media), and the ability to self-support for basic computer and network problems.
- Great love of Kansas and/or Reno County with a strong desire to make it greater.

Hutchinson Community Foundation is committed to equal employment opportunity and compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Community Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender identity, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or military obligations.

Salary & Benefits

Hutchinson Community Foundation offers a competitive salary and benefits including paid health and dental insurance for full-time employees, retirement plan, personal time off (PTO), nine paid holidays, six weeks paid parental leave, paid bereavement leave, and reserved parking. The annual salary range for this position begins at \$90,000 and will be commensurate with experience.

To Apply

Please submit a current resume and thoughtful cover letter outlining your qualifications and passion for joining our team to Aubrey Abbott Patterson, President & CEO, at aubrey@hutchcf.org by Friday, March 7. Interviews are expected to begin in mid-March. To learn more about Hutchinson Community Foundation, please visit the following link: www.hutchcf.org.