



## POSITION DESCRIPTION

**TITLE:** Director of Operations

**CLASSIFICATION:** Exempt

**REPORTS TO:** President and CEO

**LOCATION:** Remote **POSITION**

**SALARY:** \$70,000

**CLOSES:** October 6, 2023

Native Public Media (NPM) promotes the self-determination of Indigenous peoples through media access, storytelling, and ownership. As a coordinating entity for 574 federally recognized Tribes, 59 Tribal radio stations, and three television stations, NPM provides advocacy, centralized resources, and strategic services designed to develop Indian Country's telecommunications and communications systems successfully and sustainably.

### Job Summary

Reporting to the President and CEO, the Director of Operations (DO) is responsible for leading and implementing the organization's day-to-day operations, providing leadership, and ensuring operational efficiency and compliance. The DO supervises the Program Manager, and Office Manager and maintains the good standing of organization with the Arizona Corporation Commission.

### Responsibilities

#### Grants Management:

1. **Grant Proposal Preparation:** Collaborate with program managers and development consultant to prepare compelling grant proposals, ensuring alignment with the organization's mission and objectives.
2. **Grant Application Submission:** Manage the submission process for grant applications, adhering to deadlines and ensuring all required documentation is included.
3. **Grant Compliance:** Monitor grant compliance throughout the project lifecycle, tracking deliverables, and reporting requirements.
4. **Grant Budgeting:** Work with the finance director to develop accurate and comprehensive budgets for grant proposals.

#### Grant Reports:

1. **Reporting Requirements:** Oversee the preparation and submission of grant reports, providing funders with clear and accurate information on program progress and outcomes.
2. **Data Collection:** Coordinate with program managers to gather necessary data and metrics for grant reporting purposes.

#### Bank Statement Reviews:

1. **Bank Reconciliation:** Regularly reconcile the organization's bank statements with its financial records to identify and resolve discrepancies.
2. **Transaction Verification:** Review individual transactions within bank statements to confirm that they align with the organization's financial activities and records.
3. **Documentation:** Maintain organized and comprehensive records of bank statement reviews, including any discrepancies found and actions taken to rectify them.
4. **Communication:** Collaborate with the finance director to address and rectify any discrepancies or issues discovered during the review process.
5. **Recommendations:** Provide recommendations for process improvements to enhance the accuracy and efficiency of financial transactions and bank statement reconciliation.

#### Audit Maintenance of Permanent Files:

1. Document Retention: Ensure the organization's compliance with document retention policies, maintaining organized and accessible audit files.
2. Audit Preparation: Prepare for annual audits by gathering required documents and providing support to the Finance Director as needed.

#### Broadcast Service Program Management - Advertisements and Underwriting:

1. Media Relationships: Manage relationships with media partners, overseeing the placement of advertisements and underwriting spots.
2. Underwriting Compliance: Ensure compliance with underwriting guidelines and regulations.
3. Document Retention: Maintain detailed records of station invoices, W-9's, and providing support to the Finance Director regarding 1099's.

#### Human Resources:

1. Staffing: Oversee recruitment, onboarding, and offboarding processes, working closely with the President and CEO.
2. HR Policies: Develop HR policies as needed, ensuring compliance with labor laws, regulations, and audits.

#### Payroll:

1. Payroll Processing: Oversee payroll processing, ensuring accuracy and timeliness.
2. Benefits Administration: Manage employee benefits programs, including health insurance and retirement plans.

Other duties as assigned.

#### **Qualifications:**

- Bachelor's degree in a relevant field (Master's degree preferred).
- Proven experience in grants management, financial analysis, and operations leadership.
- Strong organizational and project management skills.
- Excellent written and verbal communication abilities.
- Proficiency in financial software and grant management systems.
- Knowledge of non-profit regulations and compliance.
- HR and payroll experience a plus.
- Ability to work collaboratively and lead cross-functional teams.

#### **Work Environment and Expectations**

- Work from home.
- Have a dedicated office space or work area and a strong internet connection.
- Work Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- Have a valid driver's license for business travel.
- Use a personal vehicle if other transportation is not available.

#### **Physical Requirements**

The employee must meet the physical demands described to perform the essential functions of this job successfully. While performing this job, the employee sits and uses their hands to handle, feel, talk, or hear. The employee occasionally stands, walks, kneels, and reaches with hands and arms. The employee occasionally lifts or moves up to 25 pounds. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Benefits**

Employer-paid health insurance, vision plan, dental plan, life, and short-term disability insurance. NPM offers a 401K plan after a year's employment and a Paid Time Off program with a holiday schedule.