

Director of Operations (Fluent English/Spanish)

Hours: Full-time, exempt

Reports to: Executive Director

Salary: \$95,000-\$110,000 depending on experience,
plus competitive PTO and benefits package

Location: Denver, Colorado (onsite with some flexibility)



Who we are

We cultivate community-driven food justice through education and food access. We provide access to healthy food for our community and a space that is self-affirming, empowering, and enriching to enable those we work with to tap into their full potential.

We confront the issue of food access on multiple fronts, with the well-being of the community we are a part of and serve at the core - this includes food access programming, educational opportunities related to growing and cooking food, and programming on promoting overall wellness. We are on the path to being a truly community-driven organization, meaning that all of our programs will be led by members of our community or those like ours.

The GrowHaus is seeking a Director of Operations to join our vibrant and diverse team. As a member of the leadership team, the Director of Operations is responsible for the day-to-day operations, human resources, payroll, employee onboarding, staff training/professional development program, vendor coordination, billing, budgeting, monthly financial reporting, grant reporting coordination, budget reconciliation and organizational culture stewardship. Reporting directly to the Executive Director, the Director of Operations will work closely with the leadership team to ensure internal finances and operations are secure and sustainable.

Who you are

You are emotionally intelligent, fluent in English and Spanish, highly organized, proactive, coachable, flexible, grounded, optimistic, and a diplomatic leader. You are hands-on and lead by example and collaborative inclusion. You have interpersonal skills you're constantly refining, lead with empathy, and are committed to stewarding a richly diverse culture.

Essential Duties & Responsibilities (this is not an exhaustive list)

Operations

The Director of Operations will ensure smooth operations at all levels of the organization. This role will serve as the primary point of contact for the management of our buildings/offices, vendor contracting, city permits, equipment maintenance, and staff

onboarding and training. Serve as point of contact for all HR needs and liaison with the HR partner. Liaise with the vendors and partners. Provide supplemental support for internal IT needs and maintenance needs. Oversee front office operations. Manage all organizational vendor contracts and invoicing. Manage organizational and programming supplies purchasing and stocking.

General Facilities Management

- Oversee all construction and building improvements - point person for contractors, permitting, etc
- Work with facilities manager to oversee all maintenance projects
- Security and safety - fire department point person, emergency procedures, etc.
- Keeping permitting up to date
- After hours issues -alarm security system, emergencies, etc.

City/Compliance Oversight

- Business License applications
- Building Review process
- Permitting, zoning, etc.

Personnel Operations

- Lead recruiting, interviewing, hiring, onboarding processes, training, offboarding procedures
- Performance management across organization - Ensure performance evaluations/reviews, proper documentation
- Create and update HR policy manuals, letters of hire, organizational chart, and Employee Handbook
- Point person for HR and health insurance partners
- Coordinate staff and intern appreciation (gatherings, birthdays, celebration of accomplishments)
- Develop staff professional development training program

Finance

Work closely with the Executive Director to ensure the financial integrity of The GrowHaus by overseeing and managing all financial functions of the organization. Manage day-to-day financial tasks including, but not limited to, AR/AP, payroll, time cards, journal entries, and deposits. Lead and oversee the annual budgeting process and support departmental budget and reporting management. Manage grant allocations, compliance, and financial reporting requirements. Serve as point of contact for the board treasurer and manage the board finance committee.

Leadership and Culture

Serve as a member of the leadership team, with a collaborative and inclusive approach to problem solving. Fully participate in organizational activities including staff meetings,

events and learning times.

Executive support

- Ensure successful internal communication organization-wide
- Steward and implement the Executive Director's vision for organizational mission, goals and culture
- Plan staff meetings and trainings
- Produce monthly programming impact and financial reporting for Board and Committees
- Assist in planning annual budget, ensure adherence across departments
- Collaborate in strategic plan visioning and implementation across departments

Knowledge, Skills & Abilities:

Commitment to advancing The GrowHaus mission and strategic goals. A strong, consistent hands-on approach and attention to detail, an organized work style, and the ability to follow through on work assignments independently. Strong interpersonal skills, including an ability to navigate and resolve conflict in a manner that values and respects relationships. Able to exercise sound judgment in maintaining confidentiality of all organizational information. Commitment to anti-racism and all forms of equity, both internally in our organization and externally in the communities that we serve.

Requirements/Qualifications

- Bilingual communicator (Fluent English/Spanish)
- 4+ years' experience in a similar role in a nonprofit organization
- 2+ years in a leadership role or independently leading a business function.
- Experience coordinating annual audits, documentation, and preparation.
- Experience with grant compliance and financial reporting.
- Experience managing and directly contributing to the success of complex, multi-department operations.
- Experience with Google Workplace administration for a mid to large organization

Compensation:

This an exempt position with a salary range of \$95,000-\$110,000 per year (based on experience), plus competitive PTO, full medical benefits, and deeply discounted group vision and dental. The GrowHaus is an equal opportunity employer dedicated to a policy of non-discrimination and equity for all employees and qualified applicants.

How To Apply: Please send your resume, 3 references and a cover letter to hr@thegrowhaus.org with the subject line “Director of Operations”. In your letter, please tell us why you are interested in joining The GrowHaus, your personal alignment with our mission, and experience with nonprofit organizations, both professionally and personally.

We are so grateful for your interest in The GrowHaus, but due to a high volume of applications, we are unable to consider applications missing the information requested above. **Deadline for applications is April 15, 2024.**