



Title:	Vice President of Operations
Reports To:	CEO
Compensation Range:	To be determined

POSITION SUMMARY

The Metro Dallas Homeless Alliance assists a continuum of programs working to end homelessness in Dallas and Collin Counties by providing community-wide technical assistance and implementation of strategic systemic changes to build and effective homeless response system. The Vice President of Operations, working closely with the President/CEO, is responsible for all financial, human resources and administrative, including but not limited to the preparation of the all Fiscal and Administrative required reports, policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Analyzes, monitors, and presents results of financial and administrative operations and support to President/CEO, MDHA Executive Team, MDHA Board of Directors, and as required external Committees.
- Analyzes and monitors financial and administrative activities and identifies potential problems.
- Designs, establishes, and administers systems to oversee all financial and administrative functions with appropriate internal controls.
- Designs and establishes a development program for philanthropic funding outside existing granting channels which the Director of Development and Communication is responsible.
- Ensures compliance with all federal and state regulations and requirements governing non-profits.
- Assistance with all federal, state, local, and insurance annual audits.
- Calculates the impact of proposed initiatives, expenditures, and/or policy changes on the organization.
- Serves as strong voice in risk assessment on project funding, allocations and ability to meet goals/outcomes.
- Conducts periodic internal reviews of policies, procedures and systems, comparing with best practices.
- Provides Human Resources knowledge of best practices, guidance and resources. Responsible for the MDHA Employee Handbook.
- Implements approved financial and administrative policies and procedures.
- In collaboration with key staff, designs, implements, and maintains a budgeting process that is realistic and helpful to managing related entities at the program and project levels.
- Provides user-friendly reporting tools that can be used for both planning and tracking of internal program growth and development.
- Oversees Data Analytics and Integration of Data and financial reporting for performance management with Director of Finance.
- Other as assigned.

PHYSICAL REQUIREMENTS

Energy, perseverance, and stamina sufficient for extended working hours handling many different work activities.



EDUCATION

Bachelor's degree required/Master's degree preferred.

EXPERIENCE

Preferred ten (10) years' experience working in non-profit environment; excellent written and oral communication skills, ability to work in a team environment and working knowledge of federal contracts and grants management and federal regulations and reporting requirements.

SKILLS

Must possess business astuteness, be results oriented, possess analytical skills and be able to make difficult decisions. The VP of Operations will also be able to establish strong working relationships with colleagues, peers, subordinates, staff as well as funders subcontractors and collaborators. Key competencies will include ability to identify information, be forward thinking, always aware of the Agency's needs and commitment to its mission and values, and ability to be flexible. Collaborative management and working style. Ability to achieve goals using influence and negotiation skills also important.

PRINCIPAL ACCOUNTABILITIES

Reports to President/CEO

Team player with co-workers, funders, subcontractors and collaborators

Accurate, complete and timely submission of required reports, forecasts, proposals, budgets and analyses

Cost effective operations

Adherence to policies and management practices.

Effective staff management and leadership

WORK HOURS/SCHEDULE

Regular – Normal work hours and days assigned based on a 40-hour workweek. Some nights and weekend meetings might be required to meet the need of partner agency, property owner schedules or to represent MDHA at community meetings.

COMPENSATION

Salary to be determined. MDHA offers paid time off, 90% of employee, and 50% of eligible dependents, medical, dental, and vision insurance premium coverage.

TO APPLY

Please send cover letter with salary history and requirements and resume to: CEO@mdhadallas.org

Position will remain open until filled.