



One on One

Senior Director of Operations

Position

Reporting to the Executive Director, the Senior Director of Operations will oversee all of the organizations programmatic efforts. The Senior Director will serve on the leadership team of the organization and have a critical voice of insight, input, and development to the organization. The Senior Director will manage all program staff and be responsible for the management of all program related volunteers.

About One on One

Our mission is to affirm the dignity of individuals and families in underserved communities through meaningful work. Our approach focuses on the individual by pairing job seekers with one on one personal coaches throughout their job search process. In addition to one-on-one coaching, participants complete soft skills training to learn how to de-escalate conflict, communicate clearly and effectively, and to make informed and consistent decisions.

Responsibilities

Programming 50%

- Lead continued development of program in collaboration with support from Executive Director
- Oversee daily implementation of all programmatic elements of the organization
- Market programs within community and engage stakeholders
- Oversee recruitment, training, and ongoing professional development for program staff and volunteers
- Provide direct case management to program participants as needed
- Provide teaching support for the soft skills curriculum as needed
- Regularly maintain program and client evaluation to ensure proper outcomes
- Identify and consistently develop and implement best practices to our programs
- Maintain program budget, including disbursements to clients
- Develop, maintain, and serve as senior point of contact for employer partners

Site Operations 30%

- Oversee all program operations at all locations of programming, including on-site work at partner organizations
- Ensure safety of all program participants and staff by providing support and maintenance of program participant agreement forms and behavior conduct of all who enter One on One spaces
- Maintain consistent communication with Executive Director regarding needed materials and supplies to ensure successful programming and operations
- Serve as senior point of contact for all facilities related needs



Fundraising Support 10%

- Support program specific fundraising initiatives
- Generate new leads for the organization with an emphasis on Chicago-based foundations and city of Chicago opportunities based on personal network
- Support program specific grant writing and relationship development pertaining to fundraising

Other Leadership Support 10%

- Stay up-to-date on city wide, state wide, and national relevant initiatives
- Promote the organization within the community and maintain collaborative partnerships
- Maintain collaborative partnerships and support the leadership team in widening Chicago based partnerships and relationships

Qualifications

- 7-10 years' program and staff management experience required, relevant education a bonus
- Proven ability to design and implement creative solutions to complex problems
- Demonstrated track record of innovative and strategic thinking
- Demonstrated success developing and evaluating program models, and of selecting and successfully deploying innovative programs
- Demonstrated proficiency in cross cultural communication
- Exceptional ability to 'think outside of the box' and deliver creative solutions to complex problems
- Experience in utilizing technology to deliver program results
- Ability to work independently and take initiative in a fast-paced environment
- Exceptional ability to build relationships with community stakeholders and program participants
- Excellent multi-tasking and organizational skills with attention to detail
- Proficient in Microsoft Suite and Google Drive, salesforce proficiency a bonus
- Demonstrated commitment to empowerment, justice, and the mission of One on One
- Minimum 7 years' program management experience required

Details

One on One offers an exciting opportunity to a seasoned Non Profit management professional. This position reports directly to the Executive Director and is considered Senior Leadership of the organization. Compensation is competitive and commensurate with experience. One on One offers generous time off, flexible work hours, and employer sponsored health care.

How to Apply

To apply, please send cover letter and resume to Rebekah Kikama at rkikama@oneonechicago.com