



Director of Operations

Alliance for Strategic Growth, Inc. (ASG, Inc.) (d/b/a Eastern Indiana Works) serves as the Eastern Indiana Workforce Development Board convenes multi-sector leaders to design and implement exceptional initiatives that meet workforce demands and contribute to the sustainable prosperity of Eastern Indiana (Economic Growth Region 6).

The Director of Operations is responsible for promoting EIW's established programming (JAG & Career Services) to the community. This role will ensure successful implementation and coordination of our initiatives to advance our mission through serving our clients and community well.

POSITION OVERVIEW

- Incumbent will be the primary contact for service provider support & oversight while working closely with the Vice President of Operational Strategies to support our office service delivery.
- Promote staff development in operations to ensure our clients are served well.
- Prepare and submit necessary reports on initiatives to the Eastern Indiana Works Executive Team and/or funders.
- Develop and support innovative strategies to continue to move the needle forward in our service delivery field.
- Cultivate and maintain working relationships with regional stakeholders and community partners to help align EIW programming to community needs.
- Facilitate meetings, staff trainings, and workshops as needed.
- Provide dedicated project management support for select regional initiatives.

QUALIFICATIONS

- An undergraduate degree from a regionally accredited institution in a related field is preferred but years' experience will be considered. Must have 2+ years of program management.
- Non-profit experience preferred.
- Previous project management, implementation, and/or planning preferred.
- Proven strong presentation, facilitation, and communication skills.
- Ability to plan and execute successful initiatives.
- Strong analytical and problem-solving skills.
- Proactive, self-motivated with the ability to meet deadlines.
- Ability to engage and add value to decision-making processes.
- Highly developed project and time management skills.
- A passion for excellence in service.

POSITION TYPE: Administrative, Full Time

REQUIRED BEFORE HIRING: Drug Screen, Work Reference, Criminal, and Driving Records Check.

COMPENSATION: Salaried, Paid-Time-Off, Health Insurance Stipend, 403(b) Retirement Option (employer match).

HOURS OF WORK:	Mandatory 40 hours. May occasionally require more than 40 hours per week.
WORK PARAMETERS:	Office Space and computer equipment will be provided by Eastern Indiana Works.
WORK EVALUATION:	Performance is evaluated as needed and is heavily weighted towards meeting deadlines, delivery of exceptional outcomes and execution of assigned duties.
REPORTS TO:	Vice President of Operational Strategies.
DIRECT REPORTS:	Workforce Manager.
INTERACTS WITH:	Community partners, key stakeholders, staff, and collaborative team.
TRAVEL:	Periodic. Requires safe personal owned vehicle. Occasional trips outside the region for training/conferences.
REIMBURSEMENTS:	Mileage reimbursement established by the Internal Revenue Service. Cell phone reimbursement. Timely submission of corporate reimbursement documents is required.

The above statements are intended to describe the general nature of work performed by the employees assigned to this job. All employees must comply with Company policies and applicable laws. The responsibilities, duties and qualifications required of personnel so classified may vary. A criminal records check and drug screen will be required prior to hiring. Random drug screens may be required by employer. Eastern Indiana Works is an equal opportunity employer.