



Director of Operations

The Penny Foundation is a Birmingham, Alabama-based community chest working to eliminate economic inequality within the Black community. The Penny Foundation connects people, organizations, and resources through technology and innovation. We also serve as a philanthropic vehicle for people to focus their support on the Black community.

Job Summary: The Director of Operations will report to the Chief Executive Officer (CEO) and be responsible for developing policies and processes that ensure the execution and achievement of the goals and objectives of The Penny Foundation. The role includes direct supervision of organizational administrators and staff, supporting fund development, strategic planning, and overseeing program management.

Essential Duties and Responsibilities:

- Direct the day-to-day operations of support staff.
- Oversees, directs, and manages day-to-day business operations.
- Develop and implement operational policies and procedures.
- Manage grant activity, including financial auditing, overseeing outcomes, and reporting.
- Provide support for board committees.
- Responsible for filing and reporting all legal and regulatory documents to ensure compliance
- Works with the CEO to execute the organization's strategic and long-range planning.
- Responsible for overseeing audits, budgets, financial reporting, and fiscal accountability.
- Monitors monthly financial reports to ensure revenue targets are met, and expenses are managed.
- Responsible for oversight, input, and developing best practices for Human Resources.
- Accountable for establishing yearly performance measures and evaluations for staff.
- Ensure the employee handbook is updated on an ongoing basis.
- Oversee the Human Resources department.
- Responsible for designing process improvement strategies related to program workflow, quality improvement, and stakeholder experience.
- Works with the CEO to meet fundraising goals.

Job Skills & Qualifications

- Excellent communication and presentation skills.
- Demonstrated leadership ability, confidence, and executive presence.
- Demonstrated ability to lead a team.
- Strong problem-solving, analytical, and time-management skills.
- Proficient with Microsoft Office, spreadsheets, and project management software.

Education and Experience:

- Preferred Bachelor's degree in business administration, finance, economics, or a closely related field that will provide knowledge of business and nonprofits principles, practices, and administration.

- 6+ years or equivalent experience in a full-time position in operations, business, development, finance, or related area.
- Comprehensive understanding of Alabama nonprofit climate and related governmental agencies and community development.
- Demonstrated experience in working with DE&I.

Licenses and Certifications:

- Must have a valid state driver's license and maintain a satisfactory motor vehicle record.

Work schedule:

- Flexible schedule to accommodate occasional nights and weekends.
- Attending evening and weekend events on behalf of the organization will be required.

Position location:

- Hybrid position.
- Office hours are M-F, 8:30 am – 5 pm.

Submit cover letter, resume and references to Penny Foundation Founder Lyord Watson via email at lyord@pennyfoundation.org.