

Director of Operations – Full Time Position, The Hive Community Circle

The Hive Community Circle (The Hive) is a local non-profit organization that was founded in 2015 with a visionary spirit and urgent objective: to help prevent violence against some of our nation's most vulnerable populations of women and girls. Our mission is to provide unwavering support and compassion to the most impacted, yet most underserved survivors of sexual assault, intimate partner violence, and stalking in SC.

The Hive Community Circle is looking for an exceptional leader to serve as the **Director of Operations** to help ensure the organization is working towards its ongoing and important mission. This position will organize and oversee the daily operations of our organization, ensuring that our business is well-coordinated and productive by managing its procedures and coaching its people.

Organization Benefits and Perks:

We offer a variety of growth and professional development opportunities, a welcoming environment for our team members.

- Generous Paid Time Off
- Competitive Compensation
- Eligibility for monthly stipend towards medical insurance
- Offered Employee Assistance Program enrollment
- Support for Community Involvement
- Paid Holidays

Job Details: Salary of \$60,000-\$70,000 per year/ Full-Time / Located in Columbia, SC

Schedule: Monday-Friday 9:00am-5:00pm / There may be times where the nature of the work and demand of the projects you to work beyond these parameters including evenings and weekends.

The Director of Operations will be accountable for strategic efforts and their execution including, but not limited to:

- Implement and execute plans to complement the organization's strategic and operating plan; champion the execution of tactical initiatives within the organization's model to maximize internal and external partner experience, growth, and durability.
- Establish quantitative and qualitative metrics, guidelines, and standards by which the organization's efficiency and effectiveness can be evaluated; identifies opportunities for improvement.
- In collaboration with the Executive Director (ED), manage and coordinate the day-to-day administrative operations of the organization.
- Plan, direct, control, evaluate, monitor, and forecast budgets throughout the organization to achieve financial objectives.
- Oversee and lead grant writing efforts for programmatic funding, including managing the prioritization and full life cycle—from request to close—administration of multiple grants.
- Oversee external grant making ensuring operations/processes align with organizations mission, vision, and values, as well as the original funder's compliance requirements; develop and manage external grant making processes including applications and implementation.

- Establish and implement a strategy to identify and pursue new community grant opportunities that align with The Hive's financial scope, mission, vision, and values.
- Play a key role in the recruiting, selecting, developing, and retaining appropriate skill depth level across the organization through team member management.
- Supervise, coach, and collaborate with program managers to ensure programmatic success, and ongoing professional development of team members.
- Lead and conduct regularly scheduled meetings on individual and organizational levels.
- Coordinate team member schedules, training, onboarding, and offboarding.
- Collaborate with the ED to address financial and HR operations including, but not limited to, submitting payroll and benefits.
- Oversee and develop all MOU's and MOA's of the organization.
- Other duties as assigned.

The Ideal Candidate:

You utilize your excellent communication skills to build a bridge between all departments within an organization, to ensure growth progress is being made continuously. You are a goal-oriented professional that ensures all contributing aspects of organizational success are developed, implemented, sustained, and re-evaluated regularly. You have a passion for offering unwavering support and compassion to people The Hive serves, and a dedication to offering exemplary customer service with all collaborating partners of the organization. You embrace your role as an inclusive leader and enjoy working together with a team.

Required Education, Experience, and Competencies:

- Must have a master's degree in Business Administration, Public Health, Social Work, or a related field.
- Must a minimum of five (5) years of senior leadership experience in a related field.
- Must have 2-4 years of previous operational management experience.
- Superior knowledge of multiple operational functions and principles, including finance, customer service, team member management, and goal-achievement.
- Demonstrated business acumen, strategic thinking, and an ability to execute against formulated strategy.
- Extremely proficient in Microsoft Office Suite or related software.
- Excellent organizational and diplomacy skills, and attention to detail.
- Demonstrated ability to lead change initiatives.
- Exhibited process and results-oriented mindset in setting and pursuing organizational goals, demonstrating a strong commitment to organizational success, and marshalling resources to accomplish goals and objectives.
- Demonstrated problem-solving, analytical, critical-thinking, and decision-making skills.
- Creative thinker who challenges conventional solutions.
- Excellent interpersonal skills, aptitude for working with a wide range of individuals, and strong collaborative teamwork skills.
- Strong commitment to The Hive Community Circle's mission and philosophy.

To submit your application, please email your resume and cover letter to hello@thehivecc.org.

The Hive Community Circle is an Equal Opportunity Employer and maintains compliance with all federal, state, and local laws.