

**Saint Vincent's Day Home
Director of Operations and Process**

Saint Vincent's Day Home seeks a Director of Operations and Process who is committed to leading an agency providing exemplary family services to those in greatest need, in an open, welcoming, and supportive environment in West Oakland, California.

At the forefront of early childhood education since 1911 and known for a collaborative approach and pioneering accomplishments serving children and families, Saint Vincent's Day Home (the Day Home) is one of the Bay Area's most respected leaders in its field. They believe that a caring and nurturing classroom environment is essential to learning and social-emotional development. Saint Vincent's Day Home is looking for a Director of Operations and Process able to embrace its mission and help lead the agency into its next century.

Their expansive 1.5-acre facility in West Oakland, with spacious play yards and an inviting atmosphere, provides an excellent setting for learning and exploration. Some 200 children and 60 staff members have joined their community, in which everyone is provided an opportunity to learn and contribute in an open and embracing environment. Saint Vincent's Day Home has a culturally rich community that honors and highlights a diversity of languages, nationalities, and cultures. The annual operating budget is \$6.7 million.

They take great pride in providing support and services to those most in need, providing full-day programming, low teacher-to-child ratios, a team of professionals and exceptional teachers, individualized programming, nutrition, health services, and social service referrals.

BASIC FUNCTION

The Director of Operations and Process is expected to provide outstanding leadership and skilled management of the day-to-day operations of Saint Vincent's Day Home, serving children between the ages of two and six years and their families. Working closely with the Executive Director, Department Directors, and staff, the Director of Operations and Process is responsible for assisting the Executive Director with all operations and programs. The Director of Operations and Process will also work to ensure sound fiscal management to realize the organization's vision, mission, and strategic goals.

This position reports directly to the Executive Director and plays a vital role in maintaining a cooperative spirit in which the other directors, staff, and the SVDH community who contribute to the life of Saint Vincent's Day Home. The Director of Operations and Process must possess a proven track record in operations and administration of an organization of this size, scale, and complexity.

ONGOING RESPONSIBILITIES

MISSION, VISION AND VALUES

- Wholeheartedly support the mission, vision, and values of the Day Home.
- Assist the Executive Director in administering a complex, private, non-profit agency with multiple funding sources, programs, and a budget more than \$6 million.

Director of Operations & Process

- When directed by the Executive Director the Director of Operations and Process may represent the agency to the community, donors, and supporters; and assume a leadership role in the early learning and child development community.

LEADERSHIP WITH TEACHERS AND STAFF

- Coordinate all operations and work collaboratively with the Executive Director, Directors of Educational Programs, Family Services, Development, Finance, and other departments.
- Implement policies established by the Executive Director and work collaboratively with pursuing a second century of excellence.
- Implement, maintain, and enhance professional standards of ethics, confidentiality, discretion, and good judgment.
- Work with the Executive Director monitor clear expectations and measures of success as directed by the Executive Director.

CONNECTION WITH CHILDREN AND FAMILIES

- Maintain a positive and professional relationship with the children and families served by the agency, as well as Executive Director, Board Members, community and government leaders, and members of the public.

ADMINISTRATION AND REGULATORY POLICIES

- Help ensure conformance to state and local regulations daily. Ensure policies, procedures, and workflows to ensure all regulations are satisfied, including staff certifications and accreditation.
- Collaborate with the Executive Director to ensure that all governmental and private grant reports, audits, and mandates are managed, supervised, and implemented.
- Abide by and uphold all policies and procedures of Saint Vincent's Day Home.
- Improve operational management systems, processes, and best practices.
- Purchase materials, plan inventory, and oversee inventory efficiency.
- Work with Executive Director to formulate strategic and operational objectives.
- Assist the Executive Director in managing budgets and forecasts.

COMMUNITY CONNECTION

- When directed by the Executive Director, the Director of Operations and Process may engage in public speaking in a variety of settings, including public relations, group and professional leadership, and testimony before government agencies.
- Represent the Saint Vincent's Day Home as a professional and exemplary Educational and Family Service agency.

ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES

- Possess some knowledge of early learning and child development.
- Demonstrate effective communication skills as a writer, speaker, and listener.
- Demonstrate strong interpersonal intelligence and skills.
- Exemplify respect for differing perspectives, cultures, and life experiences.
- Possess a strong sense of perspective, humor, and resilience.
- Represent and communicate the organization’s inclusive culture.
- Manage organizational/business systems and processes, modifying them as needed.
- Demonstrate professionalism and discretion in all matters.
- Understand regulatory bodies and attendant requirements, processes, and procedures.
- Model high standards of ethical behavior.
- Work cooperatively and collaboratively with, Executive Director, department heads, and all staff.
- Abide by the rules and policies of Saint Vincent’s Day Home and support its mission of service and inclusion.

PERSONAL CHARACTERISTICS

The successful candidate should be:

- A mission-driven individual with a belief in and commitment to early education and service to the whole family.
- Passionate about enhancing the lives of children and families and serving those in greatest need.
- A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan.
- A collaborative leader who can work well under a senior leader. Intrepid yet tactful; inspiring and determined yet respectful of others’ concerns; possess a strong personal presence, with a diplomatic but confident style of communicating.
- A hard worker with a high energy level; a “doer” with a willingness to work hands-on in developing strategy and process with an eye for detail.

POSITION QUALIFICATIONS

- A bachelor’s in business administration or similar field.
- Minimum of 4 years of experience in overseeing operations in comparable business.
- Ability to inspire, motivate, and provide visionary leadership for the Saint Vincent’s Day Home community.

Director of Operations & Process

This description does not include all job responsibilities that are assigned to this job position; however, acceptance of this position acknowledges that the Executive Director must assist in all matters that pertain to the efficient leadership and administration of an agency of this size.

Saint Vincent's Day Home provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

COMPENSATION

Salary Range: \$110,000 - \$130,000 annually

For more information please contact:

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