

Senior Director of Strategy and Operations

Position Description



Reports to: Executive Director

Classification: Full-Time, Exempt

Location: Based in Northern Virginia

The Senior Director of Strategy and Operations (SDSO) is a full-time exempt position based in Northern Virginia. The SDSO reports to and works in close partnership with the Executive Director as a senior staff member to oversee Coracle's staff, finances, and operations for growth.

RESPONSIBILITIES

General Management: The SDSO will work with the Executive Director and senior staff to oversee general management of the organization including responsibility to:

- Develop and oversee the implementation of Coracle's multi-year Strategic Plan;
- Monitor the broad arc of programming under Coracle's banner to ensure consistency across offerings and alignment with strategic goals;
- Manage, oversee, and support staff in the execution of their duties and in alignment with strategic priorities;
- Identify opportunities to build capacity within the organization by diversifying sources of revenue and providing adequate support for healthy growth in staff and programs;
- Provide support and systems for Directors and other staff to excel in their daily tasks;
- Represent and speak on behalf of Coracle to outside groups and organizations

Finance and Accounting: The SDSO will work with the Executive Director and senior staff to ensure Coracle maintains its accounts in accordance with Generally Accepted Accounting Principles (GAAP) and non-profit best practices, including responsibility to:

- Oversee and assist Director-level staff in understanding and management of their budgets;
- Oversee all bookkeeping and accounting staff and/or contractors to ensure financial records and controls are maintained in compliance with the organization's stated policies and procedures;
- Develop and oversee all financial and accounting systems to ensure efficiency and legal compliance.

Human Resources and Personnel Management: The SDSO will have primary responsibility to manage and oversee the Coracle staff team, including specific responsibility to:

- Oversee all staff hiring, onboarding, performance, and terminations in accordance with legal requirements and best practice standards;

- Develop and implement a system for annual staff reviews tied to performance and incentives;
- Work to improve staff communication and staff development programs/systems in coordination with the Executive Director;
- Oversee staff training in necessary software (Neon CRM, Quickbooks, GoogleSuite, etc)
- Cultivate teamwork and community amongst the staff

QUALIFICATIONS

- Excellent written and oral communication skills, exceptional interpersonal skills and ability to manage multiple tasks efficiently in a deadline-oriented environment; flexible to adapt to changing plans; solutions-minded professional with proven ability to solve problems; experience planning and executing events for small and large groups; detail-oriented and administratively competent to manage logistics.
- Minimum 3-5 years experience in senior program management, staff management, leadership, or other relevant role.
- Minimum of B.A. in theology, communications, business management, or related field
- Mature Christian believer who ascribes to Coracle's core mission and Statement of Faith.

REMUNERATION

- Salary is commensurate with experience.
- Medical, Dental, Vision and Life plus retirement benefits. Three weeks annual vacation and partial virtual/work from home hours possible as arranged with supervisor and other staff.

Please direct all questions and applications to admin@inthecoracle.org