



Director of Operations

Position:	Director of Operations
Reports To:	CEO
Deadline:	Open until filled
Classification:	Exempt
Start:	Negotiable ; ideally as soon as possible
Location:	Phoenix or Tucson

Disability Rights Arizona is seeking a **Director of Operations** who thrives in a team environment and has the drive and determination to play a key role in nonprofit administration at Disability Rights Arizona.

The Director of Operations provides organizational leadership across Disability Rights Arizona's internal operations, including grant and office administration. The Director of Operations owns accountability for shared services and coordinates vendors that support DRAZ's work. The Director of Operations works effectively with all staff, clearly communicates across the organization, is driven by results, and effectively project plans to ensure cross-organizational deadlines are met.

What you can expect to accomplish:

- Administer federal, state, and private foundation grants, including applications, reporting, and compliance assurance
 - Ensure compliance with funding requirements and organizational policies and procedures.
 - Tracks grant application and performance reporting requirements to provide statistical data for grants.
- Operational Planning: Monitoring the development and implementation of the organization's goals and Operational Plan and ensure completion
 - Develop and implement operational policies and procedures to ensure efficient and effective functioning of DRAZ.
- Manage Disability Rights Arizona's client database.
 - Streamline reporting systems and find efficiencies. Serve as one of the in-house experts in this database system.
 - Train new staff in the use of the client database and conduct quality assurance on staff use.
- Procurement and oversight of contractual services.
 - Including information technology, interpretation, translation, human resources consulting, and other services as needed.

- Develop and oversee RFPs and contracts for purchases, equipment leases, office leases, and maintenance of equipment and contracts with vendors and subscription materials.
- Direct procedures and systems necessary to maintain proper records and to ensure adequate internal controls and services that maximize operational efficiency and general business operations.
- Oversee the administrative property management functions.
 - Including, but not limited to, asset management, inventory management, preventive maintenance, capital improvement projects (if any), procurement, regulatory compliance, and quality assurance.
- Employee Files and Information:
 - Maintain the content of all employee personnel files, medical records, and other personal employee data.
 - Update all employee information in the employee payroll system as needed.
- Training and Development:
 - Identify training needs and coordinate professional development opportunities.
 - Implement training programs to enhance employee skills and knowledge.
 - Support career development initiatives for employees as part of the annual development.
- Directly supervises Communications and Outreach Manager and other staff as assigned.

What we are looking for in an applicant:

- Bachelor's degree from a four-year university. Master's degree in nonprofit management or nonprofit accounting, preferred, but equivalent experience will be considered.
- Five or more years' experience in organizational operations or grant administration, including compliance and reporting. Experience at organizations with a budget of \$3.5 million or more per year preferred.
- Federally funded non-profit experience.
- Demonstrated ability to manage multiple competing demands on various timelines with successful outcomes.
- Experience supporting human resource functions within an organization. SHRM or PHR certification preferred.
- Lived or other demonstrated experience with people with disabilities, people living in poverty, or civil legal system, preferred.
- Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, word processing, presentation creation/editing, communicate by e-mail, use scheduling/calendar software.
- Ability to foster a positive, inclusive, and collaborative work culture that attracts, keeps, and motivates a diverse staff

Working Conditions:

The DRAZ offers a hybrid telework schedule where employees may work at home and in the office. The Director of Operations will perform work in an office, remotely, and, at times, attend staff events.

Compensation:

\$70,000+ annually DOE with excellent benefit package that include health insurance, dental and vision insurance, paid vacation, sick and personal days. View a summary of DRAZ's employment benefits at [Careers & Intern Opportunities | Disability Rights Arizona \(disabilityrightsaz.org\)](#)

Diversity Statement:

DRAZ is an equal opportunity employer and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of DRAZ, and strongly encourage and welcome people of color, people with disabilities, members of the LGBTQ+ community, and people with diverse life experiences and backgrounds to apply. EOE. If you need a reasonable accommodation during the application process, please contact Natalie Luna Rose at nlunarose@disabilityrightsaz.org.

Disclaimer:

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify or rescind this position description at any time, with or without prior notice.

How to Apply:

Send resume, cover letter and three references to:

J.J. Rico, Chief Executive Officer

jrico@disabilityrightsaz.org

Disability Rights Arizona

4539 E. Ft. Lowell Road.

Tucson, AZ 85712.