



**The Fishing School
4737 Meade St. N.E.
Washington, D.C. 20019**

Position: **Director of Operations**
Reports to: Executive Director
Status: Salaried, Full-Time

About The Fishing School:

Founded in 1990 by former DC police officer Tom Lewis, The Fishing School (TFS) is a youth development organization serving youth and their parents in under-served communities of Washington, D.C. TFS operates academic-focused out of school time programs for over 300 students each year. In addition, the organization uses its Parent Support Center to help parents and guardians acquire the skills needed to support the development of their child. TFS has an operating budget of \$1.5 million.

The Fishing School is seeking a multi-talented individual with operational experience to serve as Director of Operations. Reporting directly to and working closely with the Executive Director, the Director of Operations will be the lead staffer for handling the organization's general operations, IT system (supported by IT vendor), human resources, board of director support services, and accounting (supported by CPA firm).

Responsibilities:

Bookkeeping

- Work closely with accounting firm to carry out day to day accounting (A/R, A/P, Payroll, Cash Receipts and Disbursements, etc) and financial reporting (monthly financial statements, quarterly reporting requirements, grant reporting, etc.).
- Prepare organization's annual budget, assist with budgeting for grant proposals and tracking of grant funds. Assist with annual audit process.
- Maintain and update policies, procedures and controls, as necessary.

General Operations

- Maintenance of up-to-date corporate and legal documents.
- Coordinate relationship with vendors and contractors.
- Oversee and insure compliance related to contracts, MOUs and strategic partnerships.
- Collaborate with senior managers on program reporting, analysis, and evaluation, ensuring tight internal controls, an internal staff feedback loop, and tools for improved external relations.
- Coordinate legal issues, compliance and insurance.
- Develop and write organizational policies and procedures.

Human Resources

- Carry out HR policies and practices, including hiring, enrollment, terminations and maintenance of employee files
- Coordinate annual performance evaluation process.
- Coordinate payroll, employee benefits, professional development, and promote regular reviews and comparisons to evaluate benefits and compensation.

Board support

- Provide support for the board of directors and advisory council including meeting preparation and maintenance of minutes, board resolutions, board policies and other key documents.

Facilities Management

- Oversee facilities and vehicles, office systems, tools and technology. Manage relationship with vendors.

Qualifications:

- Undergraduate degree required; advanced degree helpful but not required.
- Three to five years of general management experience with a solid background in bookkeeping, human resources and general operations, preferably in a nonprofit organization.
- Proficient in QuickBooks Nonprofit Edition and Microsoft Office applications.
- Excellent communication skills, including ability to present complex information to diverse groups (both internal and external).
- Extraordinary writing skills required.
- Solid analytical skills and proven managerial, problem-solving and strategic planning capabilities.
- Ability to coordinate and prioritize multiple projects within a deadline-driven environment.
- Collaborative working style, able to create and maintain good working relationships with a variety of internal and external constituencies.