



## **JOB DESCRIPTION:**

### **Director of Operations and Advancement**

**Reports to:** President

**Reporting to this position:** Communications Manager and Administrative Coordinator

#### **Basic Function:**

The Director of Operations and Advancement (DOA), reporting to the President, will hold central internal and external strategic and operational responsibilities for the organization. The DOA will work closely with the President to steward relationships with all constituents. This position will partner with the board of directors and President to secure philanthropic support for the organization, as well as, manage day-to-day operations of the organization. The DOA will be a strategic leader in charting Access to Success' future development and sustainability.

#### **Primary Responsibilities:**

##### **Strategy**

- Develop fundraising strategy in close partnership with the board of directors and President, and oversee its execution to ensure philanthropic support of A2S's core operations, programs and services
- Structure core operations to promote efficient and effective systems for deploying resources and personnel in service of A2S's mission
- Serve as key thought partner for the President and staff in considering organizational strategy and impact

##### **Advancement & Community Engagement**

- With support from the President and board of directors, execute the annual advancement plan to strengthen and diversify funding for the organization while promoting a donor-centered culture.
- Establish relationships and manage a portfolio of donors to annually increase the current level of giving
- Foster and grow strong funder and community relationships that generate and support opportunities for A2S to partner and engage
- Publicly represent A2S within the community and build excitement for A2S's mission

##### **Operations**

- With President input, coordinate the annual operating plan and budget, manage effectively within the budget, and report accurately on progress made and challenges encountered
- Lead the performance management process that measures and evaluates progress against goals for the organization
- Identify leading practices and improve internal systems with any eye toward future needs and financial sustainability
- Supervise Communications Manager, Administrative Coordinator, and A2S Nigeria National Director to provide a strong day-to-day leadership presence for the organization
- Oversee, training, development, evaluation of staff, and volunteers in accordance to Board action and approved office and staffing policies



- Promote a culture of high-performance and continuous improvement that values learning and a commitment to quality
- With support from President and A2S Nigeria National Director, effectively establish program quality and organizational stability through development and implementation of standards and controls, regular evaluation and systems and procedures

**Nigeria Trips**

- Assist President with developing and executing annual summer trips to Nigeria, serving in a leadership role during the trip
- Be open to opportunities to travel to Nigeria outside of annual trips

The Director has managerial responsibilities and will be a thought partner and strategist in the future growth and development of A2S while effectively managing day-to-day operations as the organization continually evolves to meet the needs of the communities in which it works.

**Skills Required**

The successful candidate will have experience in nonprofit administration with a proven track record of leadership. The Director will have excellent organizational management skills with demonstrated ability to manage and develop high-performance teams and develop and implement program strategies. Fundraising experience with the ability to engage a wide range of stakeholders and cultures is vital, as is experience in program budgeting and fiscal management.

The Director will be an analytic and decisive decision maker with the ability to prioritize and communicate key objectives and tactics necessary to achieve organizational goals.

The Director will be action-oriented, entrepreneurial, flexible, and innovative, with a commitment to quality programs and data-driven evaluation, and strong written and verbal communication skills. A keen attention to detail, strong work ethic, and commitment to ethical behavior is required. They will bring passion, humility, integrity, faith, and a positive attitude. The Director will have a strong commitment to diversity and equity and will find inspiration in A2S's work and mission. Experience working with different cultures/travel outside of the U.S. is preferred.