**Operations Director**

**FLSA Classification**

Exempt

**Salary Grade/Level/Family/Range**

1.0 FTE ($55,000 – $60,000)

**Reports to**

Chief Nursing Officer

**Date**

6/1/2022

**Job Description**

**Summary/objective**

**The Faith Community Nurse Network of the Greater Twin Cities (FCNN) is a nonprofit organization serving faith community nurses (FCNs) across Minnesota. FCNN promotes the professional role of the FCN and supports FCNs to strengthen outcomes of their nursing care.**

**Essential functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

* Ensure the daily operations of the FCNN office run smoothly, such as: database management, mail (US Post & electronic correspondence), scheduling, material distribution and printing, record management, recycling, ordering, and other requests made by the Chief Nursing Officer
* Manage and maintain FCNN database and mailing lists. Continually update database with new names and addresses of FCNs, congregations and nurses. Update and control email lists
* Manage targeted communication with constituents in collaboration with CNO
* Create & cultivate relationships with organizations, FCNs, schools, donors, and other constituents to retain support and extend reach of organization
* Recruit, onboard, and manage non-nurse volunteers (i.e., guest experts and other volunteers) and maintain support list of guest expert volunteers
* Purchase supplies, kit and disseminate workshop materials and totes for participant and leader trainings
* Implement marketing efforts, creating brochures, written copy, and social media content and exploring new avenues of social marketing
* Attend the Education, Marketing, and Evidence Based Practice Committees and take / distribute minutes to document the meetings
* Become a trainer in 1-2 Evidence Based Programs administered for FCNN to assist with facilitation and be available to step in a teach where needed
* Actively participate in planning and execution of continuing education Symposiums, registering vendors for events, submitting invoices, collecting payments, registering participants, purchasing supplies, and providing continued contact and follow-up with all inquiries and participants
* Serve as technical assistant for virtual workshops and symposiums. Collaborate with CNO, consultants, and FCNs to create and foster a welcoming atmosphere that fosters innovation, connectivity, collaboration, and a sense of belonging & purpose. Assist with fundraising efforts and conduct the Annual Campaign with Board leadership and maintain records of process and logistics. Oversee the tracking, mailing, and thanking process
* Work closely with the CNO, bookkeeper and other consultants to develop the annual budget and strategic plan in alignment with the organization’s mission and goals and ensure daily operations and financial systems are running smoothly
* Maintain financial systems; draft checks for invoices and payment, collect appropriate documentation and signatures, maintain financial records in accordance with accounting standards, and assemble all appropriate materials for filing FCNN’s tax documents each year.
* Ensure contracts, billing, insurance requirements, and all other government regulation and standards are met within the office. Process payroll.
* Prepare accurate project financial reports and produce financial records that are kept in accordance with grant requirements
* Produce program and financial reports, Annual Reports, and other necessary information for Board of Directors and other key stakeholders
* Answer FCNN office phone and triage support as needed. Perform registration, scheduling and event planning administrative support for workshops and screening events
* Manage part-time data entry support workers and perform data entry when necessary to complete timely reporting
* Communicate with printers and vendors to complete projects for FCNN.
* Assist FCNN faculty in conducting the Foundations of Faith Community Nursing course, including preparation of course curricula
* Perform and manage administrative functions of the FCNN office. This includes maintaining the appearance of the office and preparing for meetings as needed
* Maintain the FCNN website with up-to-date information and events as directed.
* Maintain the database with FCN leaders, guest experts and workshops
* Complete other projects and assignments as directed by Chief Nursing Officer
* Other duties as assigned

**Travel required**

* Regular travel with personal vehicle within the region

**Required education and experience**

* Bachelor’s degree in business, public administration, volunteer management or non-profit administration or other related degree.
* Experience in relationship-building, volunteer management, and/or organization development

**Preferred education and experience**

* Education in the specialty practice of faith community nursing or willingness to receive education
* Previous experience and/or knowledge of evidence-based health promotion programs for older adults
* Skills in data management, online surveys, software tools applicable to FCNN or ability to learn (Zoom, Little Green Light, MailChimp, SurveyMonkey, Microsoft Office suite, Word Press, etc.)
* Financial management and budgeting experience

**Additional eligibility requirements**

Must possess a valid driver’s license, proof of current insurance coverage, and dependable transportation

**Competencies**

* **A self-starter with the ability to manage their work time well and to complete tasks thoroughly and accurately**
* Proven ability to work collaboratively and develop and maintain effective relationships in a team setting
* **Demonstrated ability to think resourcefully, strategically, and creatively to solve problems**
* **Must be able to work independently and as part of a team**
* Demonstrated ability to plan, manage, and follow through on multiple daily tasks and projects

**Supervisory responsibilities**

**None**

**Work environment**

* Work hours are 8:00-5:00 PM (with flexibility)
* Typical office environment

**Physical demands**

* Occasionally required to lift/push/carry items less than 25 pounds
* Considerable time is spent at a desk using a computer

**Additional eligibility requirements**

Must possess a valid driver’s license, proof of current insurance coverage, and dependable transportation

**Affirmative Action/EEO statement**

The Faith Community Nurse Network does not discriminate against any applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the applicant for employment is qualified. Persons of color, women, and persons with disabilities are especially encouraged to apply.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below indicates the employee’s understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send resume and any questions to Jessica Drecktrah, Chief Nursing Officer, @

jessica@fcnntc.org