



JOB TITLE: DIRECTOR OF OPERATIONS
DEPARTMENT: EXECUTIVE
REPORTS TO: CHIEF EXECUTIVE OFFICER
FLSA STATUS: EXEMPT

SCOPE:

Plan, implement and direct the company's operational policies, objectives and initiatives. Develop strategies to attain short- and long-term financial and operational goals and work as a key member of the executive leadership team to define the corporate vision and strategy. Establish company direction and focus to shape and guide future growth and development of programs. Direct reports include FSF's Manager of Administration and Grant Manager.

ESSENTIAL FUNCTIONS:

1. Maintain awareness of all matters of significance within the organization's operational efforts. Lead day-to-day internal operations and ensure the Chief Executive Officer (CEO) remains fully informed of achievements toward established goals, as well as any deviations from the organization's objectives.
2. Assess and manage risks to the organization's business operations and ensure prompt and effective resolution of issues. Ensure appropriate controls are in place, reviewed regularly, and enforced.
3. In collaboration with CEO and executive leadership team, develop operating plans that support long term strategy. Oversee and implement business strategies of the organization and best practices. Execute multiple high-impact initiatives to achieve overall corporate goals.
4. Maintain awareness of company fiscal status to ensure financial solvency. Work with executive leadership team and any external support personnel on financial projections and analyses of existing programs and policies. Direct appropriate resource allocation efforts alongside executive leadership team.
5. Work with corporate counsel to evaluate legal obligations and mitigate corporate risk. Ensure corporate transparency and adherence to statutory requirements.
6. Oversee all function areas of responsibility and execute the respective business unit strategy through subordinate management, where applicable. Oversee all grant activities, to include grant processes and procedures, grant agreement drafting, and contract management. Serve as manager of the company's Grant Manager position.
7. Directly manage all operational vendors, contracts, and service providers.



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8. Assist the CEO with the establishment of the organizational structure and develop appropriate staffing plans to best support the business needs. Assist with hiring decisions across the organization, when assigned.
9. Manage all human resources functions. Assist with hiring decisions where appropriate. Serve as manager to the company's Manager of Administration.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements. Notify supervisor of unusual equipment or operating problems and the need for additional material and supplies.
- Maintain safe work area and comply with safety procedures and equipment operating rules keeping work area in a clean and orderly condition.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Demonstrated ability to work well independently.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Business Management, or related field (MBA preferred).
- Minimum of 5 years in operations management, or similar experience.
- Strategic thinker with ability to anticipate trends, identify opportunities, and develop solutions.
- Position includes travel that requires a valid driver's license

PHYSICAL REQUIREMENTS:

PHYSICAL DEMANDS (MEDIUM) - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects. Involves walking or standing for periods of time.

TALKING - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

HEARING - perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds.

NEAR ACUITY - Clarity of vision at 20 inches or less.

MENTAL DEMANDS:

- Ability to prioritize multiple responsibilities
- Ability to adapt and work well with various personalities and various levels of personnel
- Ability to pay attention to detail
- Ability to discern between fact and opinion
- Ability to group similar facts and/or data points

TOOLS AND EQUIPMENT USED:

Use computer, work with company software, and common office equipment.