



Job Description: Director of Operations

Full-time, salaried, grant funded position reporting directly to the Executive Director. The renewal of this position is contingent upon renewal of grant funds.

The mission of the MLK Center is to create a meaningful impact on the lives of those in the neighborhoods we serve, through quality, multi-generational programs that build community, invest in youth, empower families, advocate for our neighbors and provide a peaceful space to connect. The MLK Center is seeking a team member to join the leadership team and manage day-to-day operations of the agency's comprehensive, multi-generational programming. Specific programming includes the 21st Century Community Learning Center, Center for Working Families and Neighborhood & Family Advocacy Project. Duties are divided into three key categories: Program Evaluation, Grants Management and Staff Supervision.

Responsibilities

1. Program Evaluation

Operationalize the program logic models to ensure the agency is meeting expected benchmarks and long term outcomes related to education, financial stability, and community building. Develop and maintain partner relationships, communicate with external evaluators, identify data collection methods, oversee data collection, ensure high-quality customer service at all levels and prepare reports. Provide staff support to the Board of Directors Program Committee.

2. Grants Management

Ensure requirements of grant agreements are met, including expected outcomes, eligible expenses and reporting deadlines in conjunction with the Executive Director. Ensure client files are maintained in accordance with federal, state and city requirements. Create and maintain a schedule to ensure accurate and complete reporting for all grants.

3. Staff Supervision

Develop and manage work plans for all Advocates to ensure effective service delivery and a collaborative team environment. Provide coaching, instruction and discipline as needed. Work with the Advocates to recruit, train and supervise direct service staff across programs.

Requirements:

- Commitment to positive team environment focused on learning and growing.
- Bachelor's or Master's level degree in Social Work, Non-Profit Management or equivalent field.
- Five years of experience working with children, families, and neighborhoods in the areas of program development, implementation and evaluation
- Commitment to mission of MLK Center, while fostering inclusiveness and the values espoused by Dr. Martin Luther King, Jr.

Please submit resume to info@MLKCenterIndy.org by May 1, 2017. No phone calls please.