



OMEGA

COMMUNITY DEVELOPMENT CORPORATION

POSITION ANNOUNCEMENT

DIRECTOR OF OPERATIONS AND STRATEGIC INITIATIVES

TITLE: Director of Operations and Strategic Initiatives

EFFECTIVE DATE: August 1, 2021

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, OH

REPORTS TO: President, Omega CDC

POSITION TYPE: Full time

ABOUT OMEGA CDC

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, which is currently under construction and scheduled to open in October 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and worship center.

OMEGA CDC VISION

Omega Community Development Corporation equips individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty.

OMEGA CDC MISSION

Omega Community Development Corporation seeks to transform Northwest Dayton into a community supportive of children and families by focusing on three aspects of community development: youth development, family development, and economic development. Programming focuses on breaking the cycle of generational poverty by achieving self-sufficiency through education, employment, economic development, and advocacy.

OBJECTIVE OF POSITION:

The Director of Operations and Strategic Initiatives manages the overall operations of the Omega CDC. The position is a part of the senior management team that formulates and drives the organization's strategy to provide programming that transforms Northwest Dayton. This position plans, directs, coordinates and oversees operations activities in the organization, ensuring development and implementation of efficient operations and cost-effective systems to meet current and future needs of the organization. Driving the implementation of strategic plans developed by senior management and the Board of Directors is critical to the success of this role.

ESSENTIAL FUNCTIONS:

- Facilitate the development of strategic plans and policies as outlined by the President and Board of Directors. Communicate and execute those plans and oversee day-to-day strategic business decisions to ensure progress toward goals.
- Collaborate with senior management to develop and meet company goals while providing expertise and guidance on operations projects and systems.
- Identify, recommend and implement new processes, technologies and systems to improve and streamline organizational processes and use of resources and materials.
- Represent Omega CDC on a local, regional and national basis.
- Compile data and write annual report to community stakeholders.
- Develop and supervise staff through goal-setting and performance management.
- Manage grants to ensure timely, on budget completion. Manage relationships/agreements with external partners.
- Regularly review financials and adjust operational budgets to ensure organizational sustainability.
- Ensure that the organization is in compliance with all legal and regulatory requirements.

COMPETENCIES REQUIRED

- Demonstrated organizational and leadership abilities.
- Outstanding communication and people interaction skills: ability to present recommendations, bridge cultural sensitivities and reach consensus.
- Strong strategic mindset with critical thinking and problem-solving abilities
- Excellent project management skills including strong budget management: preparation, analysis, decision making and reporting.
- Strong written and oral communications skills
- Technology capable

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in public administration or business administration or equivalent
- 3 – 5 years' successful experience in non-profit community development work, including experience in community engagement and relationship building.
- Familiarity with city, county, state and national grant writing and implementation
- Knowledge of Montgomery County, Ohio and U.S. non-profit 2-Generation models
- Knowledge of fundraising strategies and donor relations unique to the non-profit sector
- Experience and proficiency in Microsoft Office programs (Word, Excel and PowerPoint)

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- M.P.A. or M.B.A. preferred
- 5 years' successful experience at a senior management level
- In-depth knowledge and implementation of community grant-making, oversight and compliance requirements
- Experience with Salesforce or other CRM software

WORKING CONDITIONS

Work is performed primarily in an office environment, with local travel required for meetings and presentations. Occasional overnight travel may be required.

PHYSICAL DEMANDS OF THE POSITION

Work requires the employee to communicate clearly, in oral and written formats, with others in person and over the phone. Employee must be able to read extensively, prepare and analyze data and continuously operate a computer and other standard office equipment.

TYPICAL WORK HOURS

Normal work hours are 8 – 5 Monday through Friday, with overtime as required in order to meet the requirements of the position.

COMPENSATION

\$92,761 - \$125,000/year plus benefits. To apply, submit your cover letter and resume to theomegacdc@gmail.com with "Director of Operations & Strategic Initiatives" in the subject line. Applications close on July 2, 2021.

NON-DISCRIMINATION POLICY

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.

This position description is not all-inclusive. Responsibilities may change from time to time.

