

Thursday, February 22, 2024

Director of Operations

Company: Urban Bush Women

Location: Brooklyn, NY

Compensation: \$70,000 - \$80,000 annually

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Job Summary

UBW seeks a collaborative, people-centered and value-based leader for the role of Director of Operations. Reporting to the Executive Director, the Director of Operations is responsible for the day-to-day management of the Urban Bush Women organization, as well as providing leadership to and the coordination of the Human Resources, Operations, and Finance teams.

The Director of Operations is responsible for advising and working with the Executive Director on a full spectrum of organizational matters, while collaborating across the entire organization between various departments and teams.

Functions & Responsibilities

Strategic Change Management

- Cultivate integration of Strategic Plan's core principles throughout the staff and internal operations
- In collaboration with the Executive Director and Finance Manager, affirm budget implications in the near term.
- Advise and work with Executive Director to recommend, develop, and execute UBW Organizational Policies
- Oversee and Manage four (4) staff in the Operations, Finance, and Human Resources Departments

Finance

- In collaboration with Executive Director and department leads, prepare, monitor and ensure a balanced annual UBW organizational budget
- Oversee reconciliation of biweekly payroll, production of monthly fiscal reports, and tracking of actual expenses and income, ensuring compliance with relevant federal and state rules and regulations

Human Resources

- Advise the Management Compensation and HR Committee of the Board of Directors in partnership with the HR Manager
- Provide staff with professional support and mentorship

Recruit, train, motivate, and manage the Operations, Finance, and HR staff and Internships

Operations

Oversee and regularly update the UBW Procedures Manual Folder

Participate in the negotiation and execution of large project contracts, including working with UBW legal counsel

Represent UBW at organizational and community events

Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

Professional Development

Actively seeks and attends professional development opportunities, including attending the Summer Leadership Institute and full-staff retreats and workshops.

Qualities & Experience

- Collaborative Leadership
- Experience managing organization-wide budgets across multiple departments accountable to a Board of Directors.
- An established history of effectively leading and managing operations, finance, and HR teams.
- Strategic thinking, skilled at assessing and leveraging resources while balancing needs of employees and other stakeholders. Has stewarded groups of people with their care and wellbeing at the center.
- Experienced in engaging group dynamics and making connections among departments, encouraging collaboration, organizing. Able to assign roles based on skills, provide mentorship, and remain flexible to acknowledge and meet individual needs and circumstances equitably. "Linking people" is a big part of this role.

- Measured Strategy
- Critical analytical thinking woven with creativity.
- Spreadsheets are your love language.
- Comfortable adapting to new technologies and assessing their strategic value in supporting the organization's overall operations.
- Able to translate UBW's core values into internal policies and procedures. Able to translate vision into implementation.
- Systems approach to understanding root-cause and downstream/ripple effects.
- Holds a deeply collaborative approach to work and leadership, focus on relationship building to foster a positive work environment among virtual/hybrid working teams that centers individuals' humanity while also setting clear expectations for accountability.
- Grounded
- Ability to facilitate difficult conversations with trust, transparency, grace, and respect for all.
- Deep understanding of the features of systems of oppression. Able to create and collaborate to implement liberatory alternatives.
- An inherent passion for the arts and a deep understanding of UBW's mission and core values. Has experienced UBW methodologies and understands them in their body

Compensation/Benefits

Compensation: \$70,000 - \$80,000 annually

Benefits: Paid time off (vacation, personal, holidays, and a collective week off at end of year)

Generous employer contributions for health, dental, and vision insurance

Access to Traditional and Roth 401(k) Retirement Savings

Start Date: May 2024

Schedule & Location

Flexible full-time, hybrid schedule. You will have the flexibility to work from your preferred workspace or UBW's Brooklyn office, with occasional team meetings or events that will require in-person attendance in NYC.

Acknowledging that this person will be required to live in the NY metropolitan area, relocation assistance may be considered.

Occasional travel outside of NYC to attend conferences and UBW performances.

How to apply

Interested applicants should email their cover letter, résumé and the names and contact information for three professional references.

Email applications with subject line "Director of Operations - First Name Last Name" to info@urbanbushwomen.org. Please, no telephone calls.

Applications are reviewed on a rolling basis and are accepted through mid-March 2024 or until the position is filled.

About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing g issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers.

www.urbanbushwomen.org

UBW is an equal opportunity employer.

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