

HOPEWORKS

a Housing Hope affiliate

Job Title: Operations Project Manager

OVERVIEW:

This position reports to the HopeWorks COO and is responsible for initiatives supporting HopeWorks Social Enterprises and its leadership team. This includes analysis and execution of key business operational projects and assistance with development, analysis and implementation of strategic planning through operational support for the Social Enterprises and HopeWorks Station. The position is responsible for managing the HopeWorks VISTA program and developing and managing the HopeWorks Internship Plan.

Essential Job Duties:

1. HopeWorks Operations Support and Strategic Planning
 - a. Develop and interpret key information metrics to assist with management of day to day operations, budget development and management, and intern development and oversight.
 - b. Develop and implement key systems for record keeping and data management.
 - c. Analyze options and provide strategic guidance for the development of HopeWorks Station
 - d. Develop, interpret and implement key support projects that assist with the management of HopeWorks and the Social Enterprise Strategic Plan
 - e. Support the implementation of Enterprise Manager's strategic initiatives and projects.
2. Marketing Support
 - a. Support marketing activities of HopeWorks and Social Enterprises through application of website tools/digital strategies implemented at HopeWorks including content management systems, SEO-AdWord campaigns, landing page and blog developments
3. Internship Plan Development and Management
 - a. Partner with Housing Hope Services group in developing, implementing and managing intern training programs.
4. VISTA Program Development and Management
 - a. Develop, implement and manage VISTA Program for HopeWorks.
 - b. Supervise VISTA volunteers
5. Grant Writing, Management and Reporting
 - a. Participate in putting together grant proposals
 - b. Implement grant tracking tools that help manage grant schedules, outcomes and reporting requirements

- c. Project manage grants by helping through project procurement, tracking expenditures and preparing grant reports.
6. Special Assignments
 - a. Provide support to ReNewWorks as needed
 - b. Take on special assignments as needed in support of HopeWorks

Non-Essential Job Duties:

1. Assist with administrative tasks as assigned.
2. Operate and assist with day to day retail operations.
3. Drive vehicles for pickup as assigned.
4. Represent HopeWorks at events as assigned.

Qualifications:

- Bachelors Degree required, Masters Degree preferred
- 2+ years' experience in non-profit/profit operations
- Strong verbal, written and digital communication skills
- Good collaboration skills
- Strong Microsoft Office skills, particularly Word and Excel
- Re-sale retail experience preferred
- Excellent customer service skills
- Ability to effectively prioritize multiple tasks, solve problems and meet deadlines
- Experience with online marketing concepts including SEO and SEM strategies

Reports to:	HopeWorks Chief Operations Officer
Hours:	Typically M-F 8-5 pm, with some coordinated events
Salary:	\$38,500 – \$44,000 / annually
Benefits:	Full benefit package
FLSA Classification:	Exempt

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel.
- The employee frequently is required to walk, sit, and talk or hear.
- The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The policy and intent of Housing Hope is to provide equal employment opportunity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis prohibited by local, state or federal law.

I have read and understand the duties required of this position. I certify that I can perform the essential job duties, with or without reasonable accommodations.

Signature

Print Name

Date