



**Job Description
Operations Manager
SBP & UWBC**

Job Title:	Operations Manager	Full-Time/ Part-Time:	Full-Time
Division/ Department:	SBP & UW of Brazoria County	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:		Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday-Friday	Exempt/ Non-Exempt:	Exempt

Company Overview:

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding, SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 60 staff and 250+ AmeriCorps members, SBP has rebuilt 1,300 homes across 8 states and shared best practices with governments, NGO's and corporations across America.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training, recovery operations, advisory services, NGO training and advocacy, SBP takes a holistic approach to reducing the time between disaster and recovery.

SBP encourages internally driven individuals who are hungry for impact and comfortable with innovation to join our team so that we can change the future of disaster recovery together.

Job Summary:

Manage the day to day operations of SBP's Hurricane Harvey recovery partnership with United Way of Brazoria County to achieve the annual production goals and outcomes of the partnership. Department managers (as required: construction, volunteer, supply and logistics, AmeriCorps and client services) will report to the Operations Manager. Reporting to SBP's Chief Strategy and Innovation Officer, the Brazoria County Operations Manager will have operational responsibility for relevant SBP and United Way staff associated with the operation and execution of the partnership's mission.

Qualifications:

- Bachelor Degree and a minimum of 5 years of management experience.
- Comfort and strong ability to manage teams and other leaders
- Familiarity and experience with TPS or a related production/process management philosophy
- Executive leadership preferred.
- Fluency in Microsoft Office, including Word, Excel and PowerPoint, Donor Perfect or similar development management database, and web applications.
- Clear communication skills and a strong sense of maturity, positivity, and professionalism.
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, Texas State Police, and FBI.
- Valid driver license and reliable transportation.



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Responsibilities:

Leadership & Operations Management:

- A. Ensure ongoing local programmatic excellence
- B. Meet annual benchmarks and achieve goals articulated by SBP Chief Strategy and Innovation Officer in accordance with UWBC recovery goals.
- C. Actively engage and energize SBP & UWBC volunteers, managers, staff and AmeriCorps members
- D. Lead, coach, develop, and retain SBP/UWBC team members. Ensure effective systems to track progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other stakeholders.
- E. Direct the operations of the site as they relate to achieving the goals of the AmeriCorps grant and provide leadership, support and supervision to the site's AmeriCorps Members.

Financial Performance and Viability:

- A. Support development of resources/fundraising sufficient to ensure the financial health of the partnership effort.
- B. Comply with reporting and programmatic requirements of our funding partners.
- C. Assist in planning and development of annual operating budget for the partnership.
- D. Operate within the approved budget to ensure maximum resource utilization and ensure positive financial position for the partnership.

Culture:

- A. Promote a culture of excellence that is grounded in TPS problem solving.
- B. Ensure each team member understands how their role contributes to the organization's goals, has the training and supervision needed to achieve their goals and is recognized for their work.

Primary Relationships:

This position reports to the Chief Strategy and Innovation Officer. This position supervises the Construction Manager and will manage all other departments and hires as required by scale of the partnership's efforts. This position also requires fundraising comfort and, preferably, experience to support SBP and UWBC joint fundraising efforts.

Performance Expectations:

. The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.



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- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Provide effective leadership for staff and take full accountability for achieving departmental and organizational goals.

To Apply:

Submit a tailored cover letter, resume, three professional references and salary history to reese@sbpusa.org. We will follow up with qualified candidates- please no calls or emails after your submission.

SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.