



Position Title: Director of Operations - opportunity to grow into *COO* and into *CEO* in 3-5 years

Salary Range: \$65K-\$90K

Employment Type: FT - 4 day/32 hrs/wk - Preferred in-person/office on Mondays (Hybrid)

Reports to: CEO

Art Resource Collaborative for Kids (ARCK), a 501(c)(3) nonprofit, is dedicated to providing an arts integration model for educators to spark creativity, wellbeing, social-awareness, and innovation in all students. Our organization believes in the power of the arts to transform education and empower students to reach their full potential.

Position Description:

As the Director of Operations, you will play a pivotal role in overseeing and optimizing various aspects of our organization. You will contribute to our mission by providing essential administrative support and ensure the smooth operation of our programs and initiatives. Your responsibilities will encompass a wide range of organizational tasks and the percentage of these are outlined below. *Please note that these may vary based on organizational priorities.*

Project Management (20%):

- Clearly define project scopes, objectives, and guidelines.
- Track project progress to ensure alignment with organizational goals.
- Conduct regular meetings with leadership from each department (Programming, Marketing, and Development) to establish quarterly goals and deliverables.

Financial Management and Fundraising (30%):

- Prepare operating/program budgets and assess financial standing and forecasting.
- Maintain accurate financial records and provide regular reports to the leadership team.
- Work with the Board Treasurer and bookkeepers to report, prepare, and update financial documentation.
- Support fundraising events and grant-writing efforts.

Human Resources Management (25%):

- Recruit, onboard, and evaluate employees and volunteers.
- Assist in the formation and implementation of personnel policies and procedures.
- Foster a positive organizational culture by actively engaging with staff, volunteers, board committees, partner organizations, and funders.
- Support communication between employees and the leadership team.

Program Support (15%):

- Assist the programming team in acquiring and distributing materials and supplies.
- Help facilitate community events and marketing efforts.

Office Management and General Administration (10%):

- Maintain an organized office space and safe work environment.
- Implement and enforce organizational policies and procedures.
- Maintain effective data management and communication systems.
- Identify and address organizational challenges and opportunities.

This role requires a dynamic individual who can effectively balance multiple responsibilities and collaborate across departments to drive organizational success. If you are passionate about operational excellence and making a meaningful impact, we encourage you to apply.

Ideal Qualifications:

- Bachelor's degree in Nonprofit Management, Art Education Administration, If your field or major isn't directly related, you are still encouraged to apply if you possess relevant experience.
- At least 3 years of pertinent work or lived experience
- Excellent communication and interpersonal skills
- Experience with Microsoft Office Suite and Google Drive required, Trello, Eleo, & Quickbooks a plus
- Must be a team player, organized, detail-oriented, able to meet deadlines, and show independence and initiative in completing projects and tasks
- Comfortable working remotely, with access to a computer and camera for video conferencing
- Passionate about ARCK's mission and education reform to ensure equity for all students

What we offer:

- The opportunity to work with passionate, creative people
- Flexible schedule with option for remote/in-person balance
- Paid time off
- The opportunity to help build something great from the ground up

HOW TO APPLY

Please complete [this form](#) email cover letter and resume to joinourteam@arckboston.org

Please be prepared to provide the contact information of three professional references.

ARCK is an equal opportunity employer. We are also committed to being an organization that is representative of the communities we serve, and that fosters an inclusive environment for all employees and volunteers.