



## Director of Operations Job Description

**Organization:** Midwest Indigenous Immersion Network (MIIN)

**Reports to:** Executive Director

**FLSA Status:** Exempt

**Employment Type:** Full-Time

**Location:** Remote

### Organization Overview

The Midwest Indigenous Immersion Network (MIIN) is a Native American led; MN based 501c3 dedicated to the revitalization of the Ojibwe, and other indigenous languages. Our mission is to assist Ojibwe language programs to communicate and collaborate to collectively address common needs. To support our network we: organize and facilitate professional development opportunities, share and distribute learning materials, recruit staff and students for organizational development, and collect educational data.

### Position Overview

The Director of Operations will play a crucial role in the strategic and operational management of MIIN. This position requires a proactive leader with a strong background in operations, administration, and project management within the non-profit sector. The Director of Operations will be responsible for overseeing daily operations, ensuring efficient processes, managing budgets, grant writing and reporting, and leading a dedicated team to achieve MIIN's organizational goals.

### Key Responsibilities:

#### Operational Leadership:

- Oversee the daily operations of the organization, ensuring efficiency and effectiveness across all departments.
- Develop and implement operational policies and procedures to enhance productivity and compliance.
- Monitor and evaluate the effectiveness of operational processes, making improvements as necessary.
- Collaborate with the Executive Director to develop and implement strategic plans.
- Write and report on grants to support the organization's initiatives.

#### Financial Management:

- Manage the organization's budget in coordination with the Executive Director.
- Collaborate with the Executive Director to financial reporting, budgeting, and forecasting activities.
- Ensure compliance with all financial regulations and organizational policies.
- Identify and mitigate financial risks through effective planning and management.
- Process invoices, reimbursements, and other financial transactions.

#### Human Resources:

- Lead the recruitment, onboarding, and training of staff members.
- Oversee performance management processes, including evaluations and professional development for employees and contractors.
- Ensure compliance with employment laws and organizational policies.

- Maintain records and schedules.
- Provide administrative support to staff as needed.
- Foster a positive and inclusive work environment that aligns with the organization's values and culture.

**Program and Project Management:**

- Support program directors in the planning and execution of programs and initiatives.
- Monitor program performance and outcomes, ensuring alignment with organizational goals.
- Identify opportunities for program improvement and expansion.
- Coordinate cross-functional teams to achieve project objectives.

**Stakeholder Engagement:**

- Build and maintain relationships with key stakeholders, including donors, partners, and community organizations.
- Represent the organization at external events, meetings, and conferences.
- Communicate effectively with stakeholders to promote the organization's mission and programs.

**Facilities and Technology Management:**

- Oversee the maintenance and management of organizational facilities and assets.
- Ensure the effective use of technology to support operational needs.
- Identify opportunities for technology enhancements and implement solutions.

**Qualifications:**

**Education and Experience:**

- Bachelor's degree in Business Administration, Non-Profit Management, or related field; Master's degree preferred.
- 5+ years of experience in operations management, preferably in the non-profit sector.
- Proven track record of successfully managing budgets, financial reporting, and compliance.

**Skills and Competencies:**

- Strong leadership and management skills with the ability to motivate and inspire teams.
- Excellent organizational and project management abilities.
- Exceptional communication and interpersonal skills.
- Proficiency in financial management and budgeting.
- Knowledge of human resources best practices and employment law.
- Ability to think strategically and execute operational plans effectively.
- Proficiency in technology and systems relevant to non-profit operations.
- Strong writing and editing skills.

**Personal Attributes:**

- Commitment to the mission and values of MIIN.
- High level of integrity, ethics, and professionalism.
- Adaptability and resilience in a dynamic work environment.
- Strong problem-solving skills and a proactive approach.

**Application Process:**

Please send your resume or cv, with cover letter and references to Gimiwan Dustin Burnette, [gimiwan@miinojibwe.org](mailto:gimiwan@miinojibwe.org) by Friday, October 11<sup>th</sup> 2024.