

Associate Director

Job Description



Department:	Leadership	FLSA Status:	Exempt
Reports To:	Executive Director	Physical Strength:	Medium
Salary:	\$70,000-85,000	Class:	Non-Union

Summary

The Associate Director, under the direction of the Executive Director, is responsible for the overall project management needs of the organization. This position will oversee internal operations and changes, and assist the Executive Director in strategic planning and financial matters. They manage the critical evaluation of internal cultural needs and development for the organization. This position is responsible for supervising the Operations Manager, Manager of Receiving and Recycling and Manager of Technology at Free Geek.

Job Duties

ORGANIZATION PROJECT MANAGEMENT 40%

- Collaborates with the Executive Director on the development of new programs, campaigns, and initiatives
- Establishes policies and procedures for all functions and for the day-to-day operation of the organization through an equity lens.
- Works collaboratively with the leadership team to simplify and streamline organizational processes for all staff
- Assists the Executive Director with organizational strategic planning
- Ensures continual progress in the development and implementation of proactive diversity, equity, and inclusion initiatives through strategic planning, policy development, and training programs.

INTERNAL OPERATIONS OVERSIGHT 40%

- In partnership with the Executive Director manages the organization-wide hiring process to ensure that proper legal, ethical, and anti-racist filters are used to ensure an equitable hiring process.
- In alignment with the management planning of the Executive Director, they will directly oversee the management of internal operational teams managers; Operations, Receiving and Recycling, and Technology Refurbishment.
- Ensures organizational compliance with all policies, collective bargaining agreement, health codes, fire codes, general OSHA regulations, environmental regulations, and data security standards.
- Participates in board and committee meetings during Executive Director absences.
- Coordinates with the leadership team to identify areas of growth and change in the organization.
- Acts as a confidential support for the Manager of Operations for guidance on legal and ethical compliance.
- Ensure maintenance and oversight of the Environmental Health And Safety management system.

FINANCIAL OVERSIGHT AND PLANNING 20%

- Under the guidance of the Executive Director oversees the financial administration of the organization including the annual budget, cash flow analysis, monthly financial entries, and analysis of financial information in support of the Manager of Operations.
- Oversight of finance-related legal documentation for the organization: ex. Insurance, contracts, etc.
- Provides support for the annual financial audit and 990 tax return.
- Provides financial planning and advice to the Executive Director and Board of Directors
- Reports financial updates as needed to the Leadership Team

Associate Director

Job Description



Supervisory Responsibilities

This position is responsible for supervising the Operations Manager, Manager of Receiving and Recycling and Manager of Technology at Free Geek.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

- High school diploma or GED required.
- Demonstrated confidence and competence working with diverse populations is required.
- Minimum of 3 - 5 years related experience and/or training or equivalent combination of:
 - Multiple team leadership and management experience.
 - Deep understanding of nonprofit operation and programmatic work.
 - Working with a medium sized organization's leadership team making collaborative decisions.
 - Understanding of GAAP specific to nonprofits, and knowledgeable of financial budgets, experience running a full annual budget process, monthly and annual financial reporting and review.
 - Strong ability to self manage, take initiative, and create large scale organizational wide planning.
- Experience with technology refurbishment, digital equity work, and/or e-waste recycling preferred.
- Previous volunteer experience at Free Geek or another service organization is preferred.

Certificates, Licenses and/or Registrations

HIPAA certification, required.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Associate Director

Job Description



Physical Demands & Work Environment

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to use hands and fingers to type or dial, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. This position requires frequent computer use. Specific vision abilities are not required by this job. The noise level in the work environment is usually quiet to moderate.

Travel

This position does not require travel outside of commuting to and from Free Geek.

Employee Signature: _____ **Date:** _____

Employer Representative: _____ **Date:** _____