Strategic Operations Manager (Volunteer Position)

Company Overview:
Beautiful Brown Girls is a nonprofit organization dedicated to providing minority women with access to tools and resources that support their everyday well-being. Our mission is to create opportunities for women to enhance their physical, mental, and emotional health.

Position Overview:
The Strategic Operations Manager is a volunteer role designed to oversee the day-to-day operations of our organization. This individual is a self-starter, comfortable in a fast-paced environment, with experience in strategic planning, team management, and nonprofit operations.

Responsibilities:

- Act as a liaison between the Board and staff, managing reports and deliverables.
- Oversee program operations, including the introduction of new programs and services.
- Build relationships with stakeholders, including volunteers, donors, and community partners.
- Manage and lead a team of staff and volunteers, aligning them with the organization's mission and values.
- Monitor and evaluate program performance, providing regular reports to the Executive Director and Board.
- Collaborate with the Marketing and Communications team on outreach strategies.
- Ensure compliance with all legal and ethical standards.
- Identify and implement technology solutions to streamline operations.
- Ensure the organization is utilizing the latest tools for improved efficiency.
- Stay updated on relevant regulations and ensure the organization’s compliance.
- Develop and implement risk management strategies to safeguard organizational assets.

Work Plan Highlights:

- Orientation and assessment should align with the organization's mission.
- Development of a strategic operations plan and regional programming.
- Engagement and expansion of the board.
- Create and implement a comprehensive marketing plan.
- Ongoing evaluation and adaptation of strategies to ensure organizational effectiveness.

To apply, please email a cover letter and resume to board@beautifulbrowngirls.com. Please add Strategic Operations Manager in the subject line.