



MENTAL HEALTH COLORADO

DIRECTOR OF OPERATIONS

Job Announcement

Mental Health Colorado is a nonprofit, nonpartisan organization that works to promote mental health, end stigma and ensure access to treatment of mental health and substance use across the state of Colorado.

We are looking for an experienced Director of Operations to organize and oversee the daily operations of our organization. The Director of Operations ensures that our business is well-coordinated and productive by managing a diverse set of operational activities.

ESSENTIAL JOB DUTIES

- Play a leading role in compiling and monitoring performance to the company budget
- Execute the decisions of the Board of Directors and CEO with regard to management of assets and growth strategy
- Oversee accounting, bank processes and money handling
- Establish billing procedures and oversee the collections of accounts receivable
- Manage relationships and agreements with external partners and vendors
- Evaluate and continuously improve the business procedures according to organizational objectives
- Plan and monitor the day-to-day running of business to ensure smooth operations
- In conjunction with the CEO and senior leadership, make decisions for operational activities and set strategic goals
- Ensure organizational compliance with applicable laws and regulations
- Ensure that technology supports the business operations and troubleshoot technology problems
- Oversee human resources functions of the organization
- Supervise staff and interns

REQUIREMENTS

- Bachelor's degree in Business Management or relevant field
- Excellent written communications, oral communications, and people skills
- Proven experience as Director of Operations or equivalent position
- Ability to work both as a team member and a team-lead
- Proficient with MS Office, Office 365, CRM (EveryAction/DonorPerfect/Kindful/etc.) and QuickBooks
- General IT experience troubleshooting minor laptop and network issues
- Have a commitment to the cause of mental wellness and increased access to mental health and substance use services

COMPENSATION/BENEFITS

This position is a full-time, 40-hour per week, exempt position. The salary range for this position is negotiable based on experience. In addition to salary, the compensation package for this position includes health insurance benefits, paid vacation and holiday pay.

Applicants should email a cover letter and resume to rnevez@mentalhealthcolorado.org; please use the subject line "Director of Operations". Only electronic submissions will be accepted. We regret that we cannot respond to every applicant; only those selected for an interview will be contacted.

Mental Health Colorado is an equal opportunity employer. It is Mental Health Colorado's policy to recruit, hire, and promote persons in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.