



Director of Operations

Job Overview: Work with the VP, Communications to develop policies, implement technology solutions, and ensure the organization is compliant with local and national laws and regulations. As we look to expand our programs and make a big impact in our city, this role is imperative to our success! This role requires about 1-5 hours of work per week depending on active projects and initiatives.

Reports To: The **Director of Operations** will report to the **VP, Communications**.

Responsibilities and Duties:

- Oversee Web Admin Coordinator
- Help teams organize their data and tell the story of what it describes
- Design policies to clarify and streamline organizational procedures
- Maintain and edit bylaws as necessary
- File annual registration documents with New York State
- Ensure compliance with local and national laws
- Work with the VP, Communications to maintain the organization's technology
- Oversee the Rescue Pit storage facility, as needed
- Attend monthly meetings (in-person or remotely)

Qualifications:

- Legal background preferred
- Knowledge of data analytics and reporting
- Experience with technical writing and implementing IT systems a plus
- Non-profit experience preferred
- Analytical mind
- Outstanding communication, writing, and negotiation skills

To apply for this position, please send your resume and a cover letter to leadership@rescuepit.org.