

Los Angeles Mission, Inc. Job Description

TITLE:

Vice President of Operations

ABOUT THE ORGANIZATION:

Do you want to join a world leader among missions that provide for the poor, restore the addicted, and eliminate homelessness?

Los Angeles Mission exists to provide **help, hope and opportunity** to men, women, and children in need. Join us and help transform lives.

We offer services to those in need in love, by offering hope, mercy, and compassion. Our organization exhibits strong Christian discipleship, equipping, and training, and we help people overcome addictions through prayer, medical treatment, and deep, abiding, healthy relationships. We are at work in the community assisting people in overcoming homelessness with personal healing, educational assistance, housing, and employment.

Los Angeles Mission is looking for candidates who want to join an organization making immediate and long-lasting impacts in our community, and who are dedicated to touching the lives of those around us.

ABOUT THIS POSITION:

Department:	Operations and Facilities
Reports To:	CEO/President
FLSA Status:	Regular, Full Time, Exempt
Location:	Los Angeles, CA

SUMMARY

Los Angeles Mission has an opening for an experienced and motivated Vice President of Operations (VP Ops) to oversee all operations activities within the organization. The successful candidate will demonstrate Christ-like behavior and attitude in all job duties and responsibilities and be responsible for providing leadership for and managing the Operations and Facilities department. You will work cooperatively with the CEO and other members of the Executive Leadership Team (ELT) to plan, direct, coordinate, and oversee operations activities and play an important role in the overall management of the organization. We are seeking someone who can successfully develop and implement operational efficiencies and cost-effective systems to meet current and future needs of the organization, and is a proven leader. Prior experience in the non-profit industry is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruits, interviews, hires, trains, and evaluates management-level staff in the department. Handles discipline and termination of employees in accordance with LAM policy
- Oversees the daily workflow and operation of the department and manages the staff
- Oversees the updates to the LAM's strategic plan for the operations division
- Oversees the development of the annual capital improvement plan for the LAM and acts as Project Manager on all organization's facility construction and or renovation projects
- Evaluates current systems and procedures for operations management addressing deficiencies when necessary and implementing new procedures where needed
- Partners in the purchasing of equipment, furniture, and maintenance supplies for all Mission departments. Ensure that the Facilities Department collaborates with various departments regarding their furniture and equipment needs, preferences, and budgetary requirements
- Acts as Safety Officer for the Los Angeles Mission. Ensure that all work processes and activities are OSHA compliant
- Plans and oversees special event logistics
- Other duties as required

POSITION REQUIREMENTS

- Ten or more years of nonprofit management experience required, or equivalent combination of education and experience
- Bachelor's degree from four-year College or University in business, or related field preferred
- MBA or equivalent degree a plus
- Exceptional communication skills and the ability to collaborate with colleagues and motivate employees
- Superior analytical and organizational skills
- Highly motivated and proactive
- Excellent written and oral presentation/communications skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance stoop, kneel, crouch,

or crawl; and smell. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS AND COMPENSATION

Compensation depends on experience and qualifications within our pay grades. Benefits include paid sick and vacation time, medical, dental, vision, life, and LTD insurance, and retirement plan options.