



Director of Business Operations

Job Description

Division/Department: Administration

Location: Philos Hospitality, Inc., dba Hospitality House of Tulsa, 1145 S. Utica Place, Suite 1101, Tulsa, OK 74104

Job title: Director of Business Operations

Reports to: President/CEO

Level/Grade: 4

Type of position:

- Full-time
- Part-time
- Contractor
- Hourly
- Temporary

Hours 40-50 /week

- Exempt
- Nonexempt

Position Summary:

Philos Hospitality, Inc., dba Hospitality House of Tulsa is a Christian faith-based nonprofit which provides a home away from home for family members of inpatients and outpatients who travel to Tulsa for medical care. With biblical hospitality as our foundation, we provide lodging, meals, prayer support, transportation assistance, and post-hospitalization follow up through our community connection program.

The *Director of Business Operations*, who reports to the CEO, is responsible for the administrative, operational, and financial support of our nonprofit organization. The duties include long-term strategic planning and execution, overseeing daily administrative operations, delegating tasks to staff and managing personnel. The Director of Business Operations will ensure all activities are done effectively and efficiently so that all other operations of the mission will function well.

Qualifications:

- Must embrace the Christian-faith values and mission which provides a home away from home for families caring for loved ones in medical crisis.
- Bachelor's degree in business, healthcare Business Operations, accounting, human resources, nonprofit management or related financial field.
- At least 3 years of experience in an administrative position with a nonprofit, company, or church.
- 3 years minimum experience in nonprofit, healthcare, or hospitality lodging a plus.
- Certifications in nonprofit management a plus.
- Established experience of evaluating, onboarding, training, supervising, and motivating employees.
- Basic understanding of correct HR practices within hiring and disciplinary processes.
- Strong communication (both written and verbal), leadership and time management skills.
- Proficient with the use of computers and software programs used in nonprofits, business, and finance.
- Be a "self-starter" and goal driven to initiate strategies for success of the mission.
- Critical thinking, interpersonal and problem solving skills.
- Strong analytical skills, detail-oriented and exceptional organizational and multitasking abilities.

Actual Job Responsibilities

Financial:

- Budget Management
- Oversee Accounts Payable/Accounts Receivable
- Bank Deposits
- Review Financial Reports for Finance Committee and Board Members

- Vendor Contract Management

Human Resources

- Manage, Hire, Evaluate, Terminate Program and Administrative Staff
- PTO Management
- Benefits Management
- Vendor Selection / Contract Services Management
- Lead Weekly Staff Meetings

Donor Management

- Coordinate with CEO and Development Coordinator on
 - Monthly Donor Recurring Schedule
 - Grant Writing Schedule

Board Management

- Manage Board Communication and Scheduling
- Prepare Administrative Monthly Board Reports
- Attend Monthly Board and Board Committee Meetings

Office Management

- Oversee Information Systems, Software, and Technology

Fundraising Activities

- Provide administrative and planning support for annual fundraising events

Other duties as assigned by CEO.**Physical Demands**

- Must be able to regularly walk, bend, stoop, climb stairs, and lift up to 35 pounds. Need use of both hands to grasp and carry supplies and packages.

Salary/Benefits:

This is a full-time position. Competitive/commensurate with experience and other qualifications. Healthcare benefits, paid holidays and generous PTO benefits included.

APPLICATION:

Email cover letter, resume, references to Toni Moore, President / CEO
tmoore@HHTulsa.org