Position: Operations Director & 21st CCLC Grant Manager
Organization: After School All-Stars
Reports to: Executive Director
Location: Tampa, Fl.

ORGANIZATION BACKGROUND:

Founded in 1992, After-School All-Stars provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

After-School All-Stars is currently seeking an Operations Director to *(manage program operations)* provide oversight to multiple grant-funded out-of-school time programs at ASAS Tampa Bay. The Operations Director will ensure the chapter is operating efficiently and in compliance with National regulations and funder expectations. The Operations Director demonstrates excellent organizational skills, leadership, community-building and collaboration skills, consistent attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS.

SPECIFIC RESPONSIBILITES:

HUMAN RESOURCES & FINANCE

- Supervises the Operations Coordinator who oversees hiring paperwork, onboarding for new staff, and payroll, along with fiscal documents including invoices, credit card statements, and bills.
- Develop and manage 21CCLC federal budget, deliverables, data collection, and monitor program spending. Ensure that grant requirements are consistently met to maintain funding.
- Liaise with the National Operations Team to collect and distribute the relevant financial and HR information.
- Assist the Executive Director with the development of the chapters operating budget and monthly forecast.

OPERATIONS MANAGEMENT

- Supervises the Program Manager who oversees the Site Coordinators and site part time staff.
- Supports the Executive Director with grant research, grant writing through foundations and corporations and strategic plan development for additional chapter growth.
- Along with the rest of the ASAS leadership team, the Operations Director will act as a liaison between the ASAS school staff and school administrative leadership teams, and also manages the partnership with School District's director for after school programs.
- Utilize resources to ensure all standard operating procedures are implemented and sites are running efficiently. Support operations team with monthly site audits/quality checks and provide oversight to Continuous Quality Improvement through the Youth Program Quality Intervention process.
- Assist the Program Manager in the development of staff training plans, meetings, and operational objectives for the school sites.

DATA MANAGEMENT

- Support management of program data and student enrollment in CitySpan (ASAS National) and EZ Reports (21st CCLC).
- Work with 3rd party evaluator to complete federal cumulative data reports.
- Support data entry for the development team into Salesforce.

OPERATIONAL SUPPORT OF PROGRAMS

- Provide oversight and assist Program Manager with student enrollment process and managing site rosters.
- Ensure sites have resources and systems necessary to maintain accurate attendance records.
- With Program Manager, provide guidance and resources to ensure sites are implementing curriculum-based activity schedules that meet all grant requirements.
- Identify partners and resources to strengthen programming and work with Program Manager to manage site adoption/integration.
- Manage the distribution and collection of all stakeholder surveys for National Evaluation Team, 21st CCLC and other evaluation initiatives.
- Support development of virtual programming and other innovative approaches to connecting with youth and families.
- Revise and update operations related documents – i.e. employee handbooks, parent handbooks, operations manuals.
- Oversee communication efforts – website, email, social media, flyers, and school provided platforms.

SPECIAL PROJECTS

- Cultivate and maintain relationships between the ASAS national office and the broader ASAS network.
- Support Tampa ASAS team on various planning, processes, projects and special events as needed.

WHO SHOULD APPLY?

The Operations Director will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required with at least two years of non-profit work experience, supervisory responsibility and grant management skills. The successful candidate will be extremely organized and detail oriented, have strong communication skills, excellent writing skills, and be capable of multi-tasking and juggling multiple priorities and deadlines. A consummate team player with a flexible and creative approach and with the ability to work under time constraints. Candidates should have knowledge of Microsoft Office. Candidates should have a desire to demonstrate exceptional skills in a high level, high profile position.

SALARY AND BENEFITS:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY FOR THE OPERATIONS DIRECTOR ROLE:

Please submit a **resume and cover** letter via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Recruitment Manager, and indicate how your experience is relevant to this role with After-School All-Stars. Please put "Tampa Operations Director" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org