



# Creative Oklahoma—Director of Operations

## Job Description

Job Title: Director of Operations      Status: Exempt

Employee contributes to the organization’s commitment to excellence, achieving key results, delivering an exceptional customer experience, focus on continuous improvement, striving to make the organization exemplary of non-profit operational performance, and valuing the creativity and passion of its constituents, colleagues and sponsors.

### Job Summary:

Performs organizational, administrative and clerical work to support the President and Board of Directors, specifically, the Chairman and Executive Committee. Manages a wide berth of responsibilities. Organizes projects, meetings, and manages the daily oversight of key organization initiatives in order to accomplish the organization goals. While establishing and maintaining effective working relationships, serves as a primary contact for the organization when working with internal and/or external resources to meet objectives. Provides analytical and logistical support and is responsible for the integration and implementation of completed assignments.

### Level of Responsibility:

Direct report to the President and Chairman of the Board. Complex responsibilities related to primary focus of the job area. Works oftentimes under minimal supervision. Resolves complex problems within areas of responsibility. Recommends procedures or changes therein to optimize resources. Reviews progress and evaluates results as assigned. Manages volunteers, interns and contractors.

## Primary Duties:

### Office Management

- Supplies, furniture, software
- Review of time sheets for employees/volunteers/interns
- Liability and Health Insurance coordination
- Memorandum of Understandings, contracts, leases
- Main Street Parking and Rose State liaison
- Security of files and premises

### Systems Management

- General Files – digital and central physical
- Telephones, computers, copiers, scanner
- Network calendar management

### Database Management

- Donor records (cash and in-kind)
- Creativity Ambassador contacts
- Board and Committees
- Membership records
- Grant records
- OK Entrepreneur Mentoring Project Contacts & Partnerships

### Board Relations

- Meeting minutes
- Communication with board leaders to set regular meetings
- Set up meetings for board and committees
- Collect and track board donations, conflict of interest statements and board contracts

### Board and Official Records

- Maintain official non-profit records for grants and tax/audit purposes including board and executive committee signed minutes, tax ID#, Secretary of State annual filing

### Committee Relations

- Communication with Committee Chairs to set meetings and meeting reminders
- Secure and/or set up of meeting venue space

**Project Management Assistance**

- Assist with scheduling, meeting minutes, and organization of the Oklahoma Entrepreneur Mentoring Program
- Assist with implementation of second generation of Oklahoma Creative Communities Project as needed
- Assist with the coordination of OK Stakeholders and the International Districts of Creativity Network—identification of participants, information generation and distribution, travel schedules, and follow-up
- Assist with creativity forums and annual gala as required

**Intern Management**

- Recruitment and management of all Oklahoma collegiate interns
- Point person for Oklahoma colleges and universities
- Development of international internship program through LOGIQ and other avenues
- Assist with housing, travel, and orientation of interns
- Oversight of interns and successful completion of their duties as assigned by you

**Executive Team Support**

- Provide basic administrative support for Chairman and President including setting meeting appointments and communication support

**Development Coordination and Grant Preparation**

- Maintains grant and corporate donor calendar
- Assists with preparation of solicitation letters and donor materials
- Grant writing and editing, as needed and as appropriate
- Draft grant reports for submission

**Support accountant and Finance Committee**

- Make regular deposits at bank
- Prepare invoices for payment
- Manage banking relationships
- Organize and prepare materials for accountant
- Familiarity with QuickBooks and nonprofit charts of account

**Working Conditions:**

Office environment with extended hours of computer usage and use of office equipment. May be required to work overtime, weekends and holidays.

Knowledge, Skill and Abilities:

- Excellent written and verbal communication skills.
- Excellent PowerPoint and Microsoft Office skills.
- Ability to establish effective internal and external relationships at all levels.
- Ability to organize projects, documents, reports, and multiple projects simultaneously.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people and resources.
- Excellent problem solving skills.
- Ability to work well with others in a collaborative way, embracing diversity and inclusion.
- Strong attention to detail.
- Manage scheduling and calendars.
- Must be able to handle and communicate confidential information with the utmost discretion.

Experience/Education Requirements:

- At least two years of higher education.
- Three years of directly related experience.
- Valid State Driver's License.

Salary Range: \$35-45,000; Specific Salary to be Commensurate with experience.

Disclaimer: This job description should not be interpreted as an inventory of all duties, responsibilities and qualifications required of the employee in the job. This job description is not a guarantee of future employment with the Creative Oklahoma organization.

**\*\*Interested Applicants are invited to send a cover letter with an attached resume to:  
hr@stateofcreativity.com.**