



Interim Operations Director: Key Job Duties

Job Overview: Zeidler Group is in a time of transition and the Board of Directors is seeking an individual to spearhead our efforts to maintain the day-to-day operations and grow our programs throughout the community. Our desire is to build a team that ‘champions’ the primary mission. This would include the existing leaders, formal and informal and potential leaders and supporters from the larger community.

Reports to: Board of Directors

Manages Program Operations

- o Maintains organizational culture, mission, vision, and strategy
- o Public Engagement: Strengthen existing support / key relationships and develop more broad outreach
- o Public Engagement: Maintains (and establishes new) business partnerships and programs
- o Fund development: Responsible for fund development of new and existing partners; including exploring new grant opportunities.
- o Works with Program Director to ensure the proper execution of all programs (including Facilitator Training and Facilitated Events)
- o Handles day-to-day office operations
- o Communications: Drive the content, messaging and promotional direction for the marketing of programs and events programs and Zeidler Group (social media, print, and web presence)
- o Other responsibilities as directed by Zeidler Group Board.

Collaborates with Staff and Volunteers

- o Collaborates with program director and volunteers
- o Leads operational meetings as needed
- o Other responsibilities as directed by Zeidler Group Board.

Relates to Zeidler Group Board

- o Reports to ZG Board of Directors
 - § Provides monthly reports, presented at monthly meetings
 - § Proposes budget in advance of fiscal year, drafted with Treasurer
- o Assists in board development, management, and communication



Mission: The mission of the Zeidler Group is to foster civil dialogue and invite trust in the midst of differences.

Vision: Our vision is a world that honors and embraces differences, where people are equipped with skills to communicate with civility to build bridges across divides.

Terms and Compensation: July 1st, 2021 - December 31, 2021

\$2000 per month for 60 hours of work (total compensation up to \$12,000 at the end of 6 months). Other benefits not available for part-time employment.

Short term Measurements of Success At the end of 6 months, the Board of Director would like to see the following: 1. Create and implement with the Program Director a system of persona internal (staff, board etc.) communication; 2. Also external contact/communication with supporters so they know who they are working with. 3. Get an 'office' component, using staff and volunteers, up and running with clear information about office hours. 4. Meet with board chair and committee reps to establish mutual expectations. 5. Create a 6-12 month calendar of 'necessary' formal and informal meetings and events.

Long-term Goals: In the years to come, we will continue to expand our strong partnerships in the arenas of the arts, community, business, education and faith, and strengthen and expand our efforts in the area of training and skill-building workshops.

To Apply: Send your resume and cover letter to: jobs@zeidlergroup.org