



## EARTHQUAKE ENGINEERING RESEARCH INSTITUTE

499 14<sup>th</sup> Street, Suite 220, Oakland, California USA 94612-1934

(510) 451-0905 | eeri@eeri.org | www.eeri.org

## JOB ADVERTISEMENT

<i>Job Title</i>	<b>Director of Operations</b>
<i>Reports To</i>	Executive Director
<i>Salary Range</i>	\$120,000 - \$130,000
<i>Anticipated Start Date</i>	May 1, 2022
<i>Exempt Classification</i>	Exempt
<i>Employee Type</i>	Regular Full-Time (37.5 hours per week)
<i>Work Location</i>	California, with Bay Area preferred. All staff are currently working remotely due to the COVID-19 pandemic, with a hybrid option. Hybrid work options will remain available to all staff into the future. For the right candidate, it may be possible to negotiate a strategy for fully remote work with some requirements for regular in-person activities.

### **The Ideal Candidate**

The Earthquake Engineering Research Institute (EERI) seeks an organized and proactive leader to serve as Director of Operations. This new position has been established to serve as a senior EERI staff leadership position reporting to the Executive Director and directly overseeing various functional areas and staff to ensure smooth and efficient operations in service of the Institute. This position will be best suited to someone with experience working with other membership associations that has strong knowledge of member databases and integrated HR, IT, and financial systems. EERI is seeking a candidate who is excited to lead implementation of several large projects that will transform operations over the next two years, including a financial system assessment, implementation of recommendations from a recent IT audit, and deployment of a hybrid or remote office model. A successful candidate will need to be organized, efficient, strategic, proactive, detail-oriented, and an effective manager that can inspire other staff. If you like complex yet tangible projects that increase organizational capacity, are interested in guiding and managing a small team of dedicated staff, and are ready to contribute as a member of a senior leadership team supporting the Executive Director with strategic decisions, then this is the job for you.

### **Job Purpose**

The Director of Operations oversees various administrative and operational functions to ensure successful delivery of EERI's mission. Areas of oversight include events and conferences, finance and budgeting, staffing and human resources, office space, IT assets and IT infrastructure systems, and Institute policies. This position also supervises various operational staff and is responsible to oversee the creation and execution of membership, communications, and events/conference plans.

## **Duties and Responsibilities**

This job description is intended to provide an overview of the essential functions and qualifications of the job, and is not intended to be an all-inclusive list of duties and responsibilities. Other duties must be completed as assigned, and collaboration and teamwork across teams is required.

### **Primary Responsibilities**

1. Oversee financial operations & annual audit
2. Manage staffing and human resource functions
3. Manage Annual Meetings & Conference logistics and external vendors
4. Establish and maintain Institute policies and procedures
5. Manage physical office space and IT assets/infrastructure/vendors
6. Oversee vendor agreements and serve as liaison to contracted services
7. Oversee creation and execution of membership plan/strategy
8. Oversee creation and execution of communications plan/strategy
9. Oversee creation and execution of events/conference plan/strategy
10. Ensure establishment and maintenance of robust, integrated infrastructure systems to support EERI's operations and functional areas (membership, comms, fundraising, events, programs)
11. Supervise Operational Staff and oversee their functional work areas: Membership & Donor Manager, Communications Manager, Accounts Manager (upon hiring), and Administrative Coordinator.

### **Key Projects in First Two Years**

- Oversee successfully transition of financial systems and processes resulting from Fall 2022 retirement of long-standing Controller, including hiring of new Accounts Manager and/or contracted services. Assess current financial systems and update processes or procedures to ensure smooth financial operations aligned with financial management best practices and legal compliance requirements.
- Plan and oversee migration from a large physical office to either a fully remote or hybrid model with a smaller office, ensuring that all human resource, IT, legal compliance, and other elements are considered and successfully transitioned.
- Implement recommendations from a 2021 audit of IT systems, including migrating various IT services, databases, and functions to a more integrated model utilizing a suite of vendors and providers.
- Oversee virtual Annual Meeting in spring 2023.

## **Qualifications**

### **Education and Experience**

- Bachelor's degree required
- 5 to 7 years of relevant association experience, with 3 or more years of experience in senior level management or director-level positions
- A Certified Association Executive designation preferred
- Progressive leadership and operations experience in a trade or membership association, including strong knowledge of Association Management Systems and supporting financial systems
- Previous experience with associations serving professional service firms or engineers/scientists desired

- Proven ability to establish effective working relationships with internal and external constituencies.
- Proven staff supervision and volunteer management experience.
- Demonstrated ability to work in and foster a team environment.
- Extensive experience working with professionals from a range of disciplines and backgrounds
- Experience aligning, migrating, or improving a suite of association IT systems (i.e. financial, membership, human resources) for enhanced operational function
- Experience with event and conference planning, both in-person and virtual

### Skills

- Possess business acumen and financial savvy including but not limited to budgeting and financial oversight, grant financial tracking and reporting, and vendor contracting and management
- Strong leadership, management, organizational, and judgment skills with evidence of innovative and creative solutions.
- Knowledge of human resources functions and systems, and ability to deploy them with tactfully
- Strong analytical skills utilized to drive continuous operational quality improvement.
- Superior interpersonal, written and verbal communication skills.
- Adept at creating internal processes and procedures and overseeing their consistent and fair application
- IT savvy, including advanced proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Suite (Gmail, Drive), and Virtual Conferencing Software (Zoom).
- Familiarity with Conference Planning platforms
- Familiarity with association management systems and databases for membership
- Familiarity with Project Management systems or platforms.
- Familiarity with communications platforms including website content management systems (Joomla, WordPress), Adobe Creative Suite (Photoshop, InDesign) or equivalents (Canva), email marketing platforms (Hootsuite, MailChimp or similar)
- Outstanding proficiency in English language

### Working Conditions

This position may require occasional evening and weekend work. Travel is required for EERI's Annual Meeting and occasionally for other U.S. conferences, meetings, or other activities. Travel may also be required immediately following earthquakes in North America, and for some international conferences or events.

### Physical Requirements

Position requires long hours of sitting and using office equipment and computers. Light lifting of supplies and materials may be necessary from time to time, including set-up of simple audio-visual or office equipment, EERI display and marketing materials, and signage for events.

### Direct Reports

Membership & Donor Manager, Communications Manager, Accounts Manager (upon hiring), and Administrative Coordinator. Has authority to seek support from other staff as necessary to successfully complete duties.

## **About EERI**

The Earthquake Engineering Research Institute (EERI) is the leading non-profit membership organization dedicated to understanding earthquake risk and increasing earthquake resilience in communities worldwide. Their diverse multidisciplinary membership includes researchers, practitioners, and students in engineering, geoscience, social science, architecture, planning, government, emergency management, public health, and policy making. EERI has been bringing people and disciplines together since 1948. More at <https://www.eeri.org/>

## **How to Apply**

EERI has retained Careers In Nonprofits to help with this hire. To apply, please follow this [link](#), and complete the steps to submit your resume. You can also email [Kflowers@cnpstaffing.com](mailto:Kflowers@cnpstaffing.com)