

Job Description

Job Title:	Vice President, Operations
FLSA Status:	Full-time/Exempt
Department:	Operations
Reports To:	President
Location:	St. Louis, MO
Schedule:	Varies; will include occasional evenings and weekends
Salary Range:	\$110,000 - \$130,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to a new career through short-term industry-specific training, on-the-job training, and apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung recently launched our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: We are seeking a VP, Operations with a people-centric mindset, an entrepreneurial spirit, and a broad base of functional experience to help strengthen the organization's capacity and infrastructure. As a key member of Rung's Executive team, you will serve as a cross functional leader in the execution of both strategic and organizational goals. This position will have an active role in establishing and executing systems and policies to ensure successful day-to-day operations, including IT, human resources, facilities management, and financial planning and reporting. If you're a reliable leader who is energized by wearing many hats, having a wide range of responsibilities, meeting challenges head on, and ensuring the organization's growth and sustainability, then this is the right position for you.

How you'll help Rung achieve our vision: The VP, Operations will contribute to Rung's overall success by effectively and efficiently managing our day-to-day business operations. This position is responsible for ensuring Rung has the right people, financial resources, a safe environment, and the operational supports needed to help the women we serve reach their career and financial goals.

What you will do:

- **EMPOWER A HIGH-PERFORMING TEAM:** Inspire, motivate, evaluate, and develop a team of 5-10 individuals who work in various administrative roles.
- **LEAD HR PRACTICES:** Foster a culture that promotes employee engagement, teamwork, performance management, accountability, continuous improvement, and professional development. Work with Sr. Director, Career Development to ensure the GROW Coaching model is embedded across the organizations' performance management system. Manage relationship with professional employer organization (PEO). Serve as on-site HR leader, including managing employee performance management program, supporting supervisors in their role, enforcing HR policies, and handling all HR-related matters.
- **DRIVE BUSINESS OPERATIONS & VENDOR RELATIONSHIPS:** Collaborate routinely with the President and executive team concerning policy recommendations and suggested courses of action related to the efficient operation of the organization. Manage third party vendor and community collaborator relationships that provide operational support to the organization, negotiate contracts, MOUs, and hold vendors accountable for their service level agreements.
- **LEAD ACCOUNTING & FINANCE PRACTICES:** Drive all aspects of Rung's accounting procedures, financial reporting, controls, and performance analysis. Lead annual budget planning, forecasting, and our annual audit. Report on past performance and future projections. Work with development team to create and monitor grant budgets. Ensure compliance with financial, legal, and grant/funder requirements, particularly government grants. Lead relationship with all third-party banking, insurance, risk, and legal advisors.
- **OVERSEE FACILITIES MANAGEMENT:** Ensure the safety, cleanliness, and monitoring of Rung's facilities. In conjunction with the Facilities Specialist, develop, recommend, and administer policies, procedures, and processes in support of grounds and building maintenance operations. Coordinate the delivery of food services and wellness amenities, including collaborator managed

health clinic, fitness center, and counseling services. Partner with President to oversee all plans tied to the construction and development of our campus expansion.

- **GENERAL ADMINISTRATION DUTIES:** Attend and present at Board meetings, participate on Board committees as necessary. Perform other duties requested by the President or as dictated by circumstances of executing the strategic and organizational goals.

What you need to bring us:

- Minimum 8-10 years in operations, business management or related role
- Passion for Rung's vision and mission
- Excellent leadership and interpersonal skills. Ability to establish open, respectful, and candid relationships and exhibit a high degree of professional ethics.
- Proven HR, business planning, and management skills; capable of timely accomplishment of financial objectives with a focus on budget oversight and sound fiscal planning
- Ability to analyze situations, evaluate data, recommend, and implement courses of action that would improve the functioning of the organization.
- Ability to interpret, adapt, and apply guidelines, policies and procedures.
- Ability to use sound judgment in decision making and react calmly and effectively in emergency situations.
- Demonstrated experience in working with individuals from diverse backgrounds.
- Ability to manage multiple competing priorities in a dynamic, fast-paced environment.
- Strong commitment to delivering results
- Proficiency with Microsoft Office products; familiarity with CRM systems (particularly Salesforce) preferred

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- **Comprehensive Health Insurance:** Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- **Retirement:** dollar-for-dollar match up to 5% of the employee's annual salary
- **Paid Time Off:** Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- **Flexibility:** flexible work schedule and ability to work from home up to three days/week
- **Paid personal and family leave:** up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- **Cell Phone Reimbursement:** up to \$75 monthly
- **Professional Development:** up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- **Team Building:** organized activities throughout the year for departments and all staff to build a strong staff community



Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to leslie@rungforwomen.org no later than 5:00 pm, on June 16, 2023. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/VPOperations>