
E m p l o y m e n t P o s t i n g

Position Title: Director of Administrative Operations
Direct Supervisor: Executive Director
Status: Full-time/Salaried/Exempt
Location: 1600 N Huron River Drive, Ypsilanti MI

Application Instructions: Send Cover Letter with salary requirements and Resume to anne@twenty-80.com. No phone calls, please.

About Ozone House:

Ozone House is a community-based, nonprofit agency that helps young people lead safe, healthy, and productive lives through intensive intervention and prevention services. Since 1969, we have actively developed unique, high-quality housing and support programs and services that provide support, intervention, training, and assistance to runaway, homeless, and high-risk youth and their families. This past year, Ozone House served over 3,500 young people throughout Washtenaw and surrounding counties in Southeast Michigan.

Ozone House is an Affirmative Action employer. We strongly encourage the following groups to apply: people of color, individuals who have experienced poverty or economic hardship, people who identify as LGBTQ and men.

Required Position Qualifications

- BA/BS in business administration or similar field
- Master's degree in business administration, accounting, or finance strongly preferred.
- At least 5 years of senior level experience with finance, facilities and human resource responsibility in a non-profit and/or mission focused organization preferred.
- Demonstrated commitment to Diversity, Equity and Inclusion initiatives

Overview of the Essential Functions of the Position:

The Director of Administrative Operations works directly with the Executive Director and Associate Director for the on-going development and management of Ozone House's day to day administrative operations that support agency-wide best practices and integration efforts. The Director of Administrative Operations oversees 3 to 4 FTEs to include: Human Resources, Staff Accountant and Office Manager. The Director of Administrative Operations is responsible for:

- Directing the accounting and fiscal functions of the agency in accordance with generally accepted accounting principles and guidelines of donors and funding agencies.
- Developing the annual agency budget.
- Overseeing the development of a new Human Resource Department that will focus on staff recruitment, retention, performance evaluation, personnel policy and procedure, compensation and benefits administration.
- Managing risk through effective insurance coverage, safety and health, and compliance with state, federal, and professional affiliate requirements.
- Overseeing operations and maintenance of the buildings and grounds.
- Managing service contracts, including phone, maintenance and IT services.
- Implementing best practices, ensuring adherence to rules, regulation and procedures.

Benefits:

In addition to a career filled with purpose and opportunity, Ozone House offers a comprehensive benefits package that includes: Health and Dental insurance; Retirement savings plan; Life insurance and long-term disability; flexible spending account for dependent care expenses; and a generous time off plan.

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