

FFCCHA Operations Manager Job Listing



Job Title:

FFCCHA Operations Manager

Overview:

As the Operations Manager of the Florida Family Child Care Home Association, you will play a pivotal role in ensuring the smooth functioning of FFCCHA programs, ensuring team goals and deadlines are met. This position requires a dynamic individual with a passion for family child care and a strong background in organizational management.

Responsibilities:

1. Operational Oversight:

- Oversee the day-to-day operations of FFCCHA, ensuring efficiency and effectiveness across all programs.
- Develop and implement operational policies and procedures to streamline processes and improve organizational performance.
- Monitor and manage budgets, expenses, and financial resources to ensure fiscal responsibility and sustainability for specific programs.

2. Membership Management:

- Serve as the primary point of contact for association members, providing support, assistance, and resources as needed.
- Manage association customer management system (Join-It), updating new memberships and their demographics.

3. Communications and Outreach:

- Streamline communication to members for membership welcome letters, membership cards, receipts, newsletters and other communications.
- Assist Executive Director in development and implementation of Network Hubs, including hiring and management of Hub Coordinators and outreach to providers.
- Manage the association's website, social media channels, and other communication platforms to disseminate information and promote awareness of key issues and initiatives.

4. Membership Programs:

-Oversee FFCCHA's Accreditation Program, coordinating training and supporting Florida Accredited providers in communication with the national office.

-Oversee FFCCHA's Mentor Program, coordinating M.E.N.T.O.R. training, and mentor projects with partners.

5. FFCCHA Training & Conference

-Assist training and the conference staff in marketing of trainings and conferences to membership.

-Provide assistance to the Conference Manager for operational activity.

Qualifications:

- Proven experience in operations management, preferably in a nonprofit or child care-related organization.

- Proficiency in Microsoft Office Suite and experience with database management and CRM software.

-Bachelor's degree in business administration, nonprofit management, or a related field.

- Strong leadership skills with the ability to motivate and inspire teams to achieve organizational goals.

- Commitment to the mission and values of FFCCHA, with a passion for supporting family child care providers.

Benefits:

-Flexible hours (20 hours/week), Florida based virtual position, possible occasional travel (3-4/year, within state)

- Competitive consultant contract commensurate with experience.

- Opportunity to make a meaningful impact on the lives of family child care providers in the state.

- Professional development opportunities to enhance skills and advance career goals.

Email Resume to: tenerfcc@gmail.com

Deadline: June 20, 2024