



**Title:** Director of Operations  
**Reports to:** Executive Vice President  
**Status:** Exempt

The Director of Operations will have three primary areas of responsibility:

1. Provide organizational and staff leadership
2. Build and maintain organizational effectiveness
3. Oversee the association's financial affairs

#### **SPECIFIC RESPONSIBILITIES BY FUNCTION**

##### **Leadership**

- Work with Executive Vice President and other senior staff to set and maintain organizational direction
- Participate in strategic long range planning process
- Lead, supervise and develop staff, as assigned
- Participate in board of directors meetings and assignments
- Prepare conversational minutes and official minutes for each board meeting

##### **Organizational Effectiveness**

- Increase the effectiveness and efficiency of organizational processes and systems
- Oversee coordination and communication between functions
- Drive initiatives that contribute to long-term excellence in member service
- Assess organizational performance against goals and targets

##### **Financial Management**

- Develop and manage annual budget
- Establish and maintain effective financial control mechanisms and processes
- Assess organizational performance against budget
- Coordinate annual audit

#### **OTHER RESPONSIBILITIES**

- Committee involvement (TBD)
- Assist with convention planning
- PEI Journal editorial contributions, as requested
- TulsaLetter editorial review

**REQUIRED EXPERIENCE AND QUALIFICATIONS**

- Leadership and supervision of others
- Setting and managing budgets
- Strategic thinking
- Working collaboratively
- Strong communication skills (orally and in writing)
- Problem-solving ability
- Proficiency in Excel, Word and financial software
- Vision for and leadership of major projects or initiatives
- Excellent interpersonal skills
- High professional ethical standards
- Ability to constructively challenge and debate issues of importance to the organization
- Persuasiveness

**EXPECTED TRAVEL**

1. PEI Convention (October)
2. Strategic Long Range Planning Committee (March or April)
3. Board of Directors (April or May)
4. One or two other PEI conferences each year
5. Other, as required