



MetroSquash - Operations Director

Position Description:

A newly created position, the Operations Director reports to the Executive Director and ensures all financial, operational, and administrative functions are professional, efficient, organized, and ethical.

Organization Description:

The MetroSquash mission is to build a pathway of opportunity for Chicago youth through academic enrichment and the sport of squash to drive life success. Founded in Chicago in 2005, the program currently serves over 400 students each year from 5th Grade through College graduation. In 2015 MetroSquash opened a \$7 million, 21,000 sq./ft. Academic and Squash Center in Woodlawn and adjacent to the University of Chicago at the corner of 61st & Cottage Grove. The organization employs 16 full-time staff and maintains an annual budget of approximately \$2 million.

Responsibilities:

- Oversee all finance functions, including accounting, bookkeeping, budgeting, financial systems, CDBG & Government vouchering, budgeting for grants management, and all audits
- Monitor and evaluate all administrative functions: finance, human resources, information technology including email, physical & electronic filing, vehicle management, personnel policies, tax receipts for charitable gifts, and all contracts
- Manage all HR related functions – onboarding, off-boarding of employees, health care, retirement plan, employee questions and concerns, etc.
- Serve as staff liaison to Board of Directors, Treasurer, and Finance Committee and provide effective reporting and analysis of program operations and finances
- Supervise & manage HR assistant, bookkeeper/accountant, and any contractual or part-time support staff
- Work with Leadership Team to ensure effective budget management, integration, and smooth functioning of all departments to meet the organization's strategic goals

Qualifications:

- This position requires a Bachelor's Degree or above preferably in accounting, business administration or related field and/or minimum of three to five years' experience in accounting and/or finance, preferably with a non-profit organization
- Advanced QuickBooks, excel, spreadsheet, and budgeting skills
- HR experience preferred
- A track record in grants and contracts management
- Personal qualities of integrity, initiative, and dedication to the mission of MetroSquash

Hours & Benefits:

Hours: Monday – Friday 9am – 5pm. The position entails frequent weekend & evening work – specifically but not limited to: MetroSquash Cup, Gala, & Program Tournaments & Celebrations

Vacation & Benefits: 20 days paid vacation per year in the first year, 25 in the second year, and 30 in each subsequent year. Full health coverage, including dental

Salary: Commensurate with experience

To Apply: Email resume and tailored cover letter to David Kay – david@metrosquash.org. No calls please