



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position: *Director of Operations*

Reports to	Chief Financial Officer
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$60,000 (limited experience) - \$67,008 (significant experience), annually.
Minimum Requirements	A Bachelor's Degree in an administrative, finance, business or related field required. Excellent communication skills including verbal, written, electronically, and large group settings; Strong organizational skills and ability to multi-task; Current/valid Alabama Driver's License, good driving record, acceptable auto insurance limits, and proof of COVID vaccination(s). Must successfully complete and pass pre-employment process.
Preferred Qualifications	Experience in a supervisory or performance improvement area.
Overall Mission	To work closely with the CFO to help monitor and manage the agency's abilities to ensure performance improvement in all operational areas help the agency in its mission of devoting its energies statewide to helping those living with HIV/AIDS have the most fulfilling life possible and work to prevent the spread of the disease.

Areas of Responsibility

1. Be agency point person for all daily operational functions (i.e. utilities, repair needs, functional improvements, safety issues, etc.)
2. Be agency point person for all contractual issues with contractors.
3. Administer system of communicating with all agency departments regarding all tasks related to agency safety protocols, contracts, and grant management.
4. Receive and ensure execution and implementation of all agency contracts with granting entities such as United Way of Central Alabama (Ryan White Care Program), ADPH, ADECA, One Roof, the City of Birmingham, and other similar funding agencies.
5. Assist with the completion of budgets and budget modifications for agency grants (Ryan White, EHE, CoC, etc.).
6. Manage all contracts between the agency and contractors by creating and maintaining systems of initiating, renewing, and execution of all contracts, monitoring implementation and expensing of all contracts.
7. Initiate and coordinate the Request for Proposal Process for HOPWA Supplemental Services and Prevention Education.
8. Oversee and ensure annual program and fiscal monitoring of all contracts. Target Case Management, HOPWA Supplemental, HOPWA Rental, Prevention Education, Post-Test Education, Legislative Services, ARAP, and any new Statewide contracts that develop.
9. Assist with grant management and complete financial draws on all agency federal grants (eLOCCS/IDIS/HOPWA, etc.).
10. Complete all compliance related documents for agency grants and contracts.
11. Assist with completion of payroll processing and payroll related vendor payments.
12. Serve on Agency Management Team to set and advance the agency's Strategic Plan as well as manage the day-to-day overall health of the agency.
13. Supervise the Purchasing Agent and Main Office Receptionist.

Work Environment

1. Schedule: Work hours are full time, and occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, and able to hear and

understand the English language.

3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency’s mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Personnel/Human Resources, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature

Date