



Position Description

Position Title:	VP of Operations
Reports To:	COO
Classification:	Full-Time
FLSA Status:	Salaried Exempt

ABOUT LFA

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we've funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

WHY WE'RE HIRING

Lead For America is about to begin a period of tremendous growth. From the organization's founding in late 2018, we have placed 100+ Fellows in 24 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2021, we expect to grow from 16 full-time employees to 25, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities that struggle to attract and retain talent, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see [here](#)). Dodge City is a community with so much to offer — incredible diversity as an immigrant and refugee town, welcoming people, and forward-thinking collaborative leadership. We are a remote first team and will prioritize hiring the best people we can, but we encourage folks joining the team to consider relocating to Dodge City, whether now or in the medium to long term, to help us contribute to the vibrancy of the community. Those who relocate to Dodge City will receive assistance finding housing and being connected to like-minded individuals in the community. Those who join the team but do not relocate will be asked to make frequent trips to Dodge City and will be invited to participate in an extended site visit so we can show why we and so many other teammates have fallen in love with it!

POSITION SUMMARY

Responsible for the leadership of Lead For America's operations and administration outside of finance. The VP of HR and Administration oversees human resources, hiring, on-boarding, systems management, compliance, performance management, compensation management, contracts management external evaluations, staff learning and development, and staff policies

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

People (50%)

- Oversee all HR initiatives, systems and tactics.
- Develop policies and procedures for a variety of people/talent matters such as compensation, performance, benefits, and health and safety.
- Supervise the work of HR personnel, such as the Director of People and Culture.
- With support from the Director of People and Culture, provide oversight of talent management, organizational Values, DEI, and employee engagement.
- With support from the CFO, monitor adherence to internal policies and legal standards.
- Deal with staff grievances and violations invoking disciplinary action when required.
- Anticipate and resolve employment related litigation risks.
- With support from the Director of People and Culture, build and execute on a staffing plan aligned with the mission of the COO and CFO.
- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines.
- Comply with federal, state, and local legal requirements by studying existing and new legislation, anticipating legislation, enforcing adherence to requirements, and advising management on needed actions.
- Plan and direct the employee professional development program.

Compliance and Administration (30%)

- Manage the Director of Data and Technology to ensure the success of organizational data systems including Salesforce, Tableau, and Asana.
- With support from the Director of Data and Technology, design and manage business intelligence dashboards for staff, Fellows, and board members.
- With support from the Director of Data and Technology and collaboration with the Director of Communications, oversee the development of the annual impact report.
- Oversee the Operations Manager to ensure compliance with the non-financial stipulations of AmeriCorps grants (or other federal grants), host contracts management, IT issues, and office/facilities issues.
- Document systems, knowledge, and policies to streamline organizational processes, including staff administration, on-boarding, and more.

- Create and revise contract templates, organizational policies, and the employee handbook to ensure LFA's operations align with its mission, values, and aspiration for administrative excellence.

Strategy and Planning (20%)

- Oversee goals management systems and company planning processes, and ensure that the organization is staying accountable to objectives and key metrics.
- Report performance data to the COO by analyzing staff performance data and other key metrics.
- Continuously refine and optimize processes within the organization to enhance organizational efficiency and effectiveness.
- Provide managerial leverage for the CEO: diagnose and fix operational issues.

QUALIFICATIONS

Education

BSc/BA in business, HR, social sciences or related field; MSc/MA/MBA is preferable. HR certifications (e.g. PHR/SPHR) is a plus.

Experience

A track record of executive leadership. Experience in strategic planning and implementation. Deep knowledge of HR functions (talent management, recruitment etc.). Ability to use metrics and analytics. Knowledge of labor laws. Working knowledge of CRM systems such as Salesforce. Aptitude in communicating and public speaking. Well-organized with excellent leadership qualities. 5+ years of experience in HR, compliance, data, IT, administration, or operations, including a minimum of 3 years in a management capacity. Experience managing the operations of a fast-growing startup preferred.

Knowledge, Skills, and Attributes

- Mission/Vision: able to support and articulate the organization's mission, goals and objectives in a positive and inspirational manner.
- Problem-Solving: Strong problem-solving skills, with a demonstrated ability to implement solutions to complex issues involving management and operations.
- Strategic Vision and Agility: ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- Program Development: understanding of strategic planning, curriculum design, empathic and caring support, leadership development, facilitation; manage confidential information with discretion and care.
- Communication: relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results.
- Leadership: effective capacity for managing and leading people and scaling up organizations; ability to connect staff on an individual- and team-based level; capacity to impose accountability, develop and empower leaders from the bottom up; cultivate entrepreneurship and learn the strengths and weaknesses of the team so as to put people in a position to succeed.

- Results-Oriented: mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- Capacity Building: ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly.
- Action Oriented: strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

SALARY RANGE

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range is subject to vary considerably. Note that salaries are expected to rise over time with increased experience, inflation, and the growth of the organization, and that for most roles there is ample opportunity for promotion. In special circumstances, LFA is willing to discuss paying above the maximum range listed below to bring on world class talent.

Minimum starting salary (assuming minimum required experience met): \$70,348.45

Maximum starting salary: \$105,522.68

BENEFITS

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks of parental leave (including the first 4 weeks paid), and a \$750 annual professional development allowance. For full benefits, see our Benefits Overview [here](#).

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).
- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

TO APPLY

Please submit your application to apply [here](#). You can learn more about Lead For America [here](#).

Acknowledgements:

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.