

Position:

Director of Operations

Location:

Bethesda, MD

Job Description:

Results Leadership Group is looking for an experienced Director of Operations who wants to be a part of a dynamic and growing company whose mission serves the public good. The Director of Operations will work closely with the CEO on the day-to-day management of the company.

Responsibilities:

- Management of A/R and A/P, contracts, and staff
- Purchasing of office equipment, workspace and supplies
- Establish and enforce policies and procedures
- Ensure staffing levels are met and managed
- Management of internal Results Scorecard™ site
- Preparation for staff meetings, presentations and coordination of follow-up on action items
- Generate budgets and forecasts
- Provide assessment of cashflow and forecast to senior management

Requirements and Capabilities:

- Excellent verbal and written communication skills
- Knowledge of Results-Based Accountability™ methodology
- Degree from an accredited university, ideally in Business Administration or Accounting preferred, but not required
- Strong organization and time management skills as evidenced in the meeting of all deadlines
- Previous experience administratively supporting highly-skilled consultant teams
- Previous experience managing staff
- Above average skills with Microsoft Office Suite, including Excel and PowerPoint
- Prior experience working with Requests for Proposals (RFP's) and Statements of Work (SOW's)

Please submit your résumé and cover letter to info@resultsleadership.org for consideration.