Operations Manager

Position Summary
Reporting to the FIRST in Texas Operations Director, and working in close collaboration with other Operations Managers, this position serves as a key team member in Program support of teams and an active participant in contributing to strategic decisions affecting FIRST programs in the Texas and executing the statewide strategic plan.

Primary Duties and Responsibilities
This is a guide to generally outline the responsibilities and expectations and may be modified as deemed appropriate by FIRST in Texas.

- Work statewide to support, expand, and meet the most critical needs of the various programs to ensure sustainability and growth, working collaboratively with other FIRST in Texas Operation Managers, FIRST Senior Mentors (FSMs) and Program Delivery Partners (PDPs).
- Work with staff, contractors and key volunteers to plan and support events.
- Support the mission and strategic goals of FIRST in Texas and follow the FIRST Code of Conduct.
- Facilitate and support, in collaboration with other FIRST in Texas Operations Managers, FIRST Senior Mentors and staff, activities within Texas, including team recruitment and retention, registration, communications, outreach, and support; workshops and training.
- Coordinate with staff and contractors to ensure consistent event planning and execution, by taking lead on the creation of event standards and work to ensure consistency across all Programs in all service areas.
- Collaborate with Senior Volunteer Coordinator(s), lead key volunteers, FIRST Senior Mentors, FIRST Inspires, and local organizers on volunteer recruitment, placement, and training.
- Assist the Field Services team with the planning and management of the FIRST in Texas events as requested.
- Produce and send regular (at least monthly, more frequent as needed) communications to teams on news, opportunities, activities, and events in collaboration with the Marketing and Communications staff.
- Work with Communications Manager to develop monthly content for public e-news and social media, and website about Programs and team highlights.
- Coordinate and support any potential leads for funding opportunities with the FIRST in Texas Development Director, including making introductions to potential donors, supplying background information, identifying teams for demonstrations, and stewardship activities.
- Work with all staff, key volunteers and contractors to collect and report on feedback and provide recommendations to ensure favorable participant, team, volunteer and spectator experience.
- Attend and participate in the World Championship event, and national and state conferences upon request.
- Other related duties as requested.
Abilities Required

- **Project Management**: Experience in planning, leading, and managing projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to directors and Executive Director.
- **Entrepreneurial Spirit**: Takes initiative, actively seeks to deepen current community relationships and to forge new ones. Ability to work both independently without close oversight, but also a team player who will proactively engage with others at varying levels of seniority within and outside **FIRST in Texas**.
- **Leadership and Supervision**: Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives. Passion for STEM activities and youth development.
- **Communications**: Excellent verbal and written communication, in addition to strength in analytical, organizational, interpersonal, and problem-solving skills. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to both internal and external audiences. Ability to set up and use technology for presentations.
- **Collaboration**: Effective at working with others to reach common goals and objectives while being free of any perceived conflict of interest.
- **Financial and Legal**: Remain fiscally responsible and ability to review and comprehend standard legal documents.
- **Travel**: Must be able to travel as required to complete tasks, including seasonal weekend availability.

Education and Experience Requirements
Bachelor’s degree preferred. Volunteer management experience is required. Having **FIRST** experience preferred.

Computer Skills
To perform this job successfully, an individual should have knowledge of:
- Google Drive Suite for Business (Gmail, Docs, Sheets, Forms, Slides, Drive)
- Microsoft Suite for Business (Teams, Word, Excel, Outlook, Forms)
- Web Applications: Eventbrite, WordPress, MailChimp, QuickBooks (training provided on additional internal platforms)

Classification
Full-time Employee - Exempt status

Benefits
Medical, Vision, and Dental insurance provided. Reimbursable mileage for travel exceeding 50 miles round trip. Lodging provided, when necessary, for overnight stays. This position will receive a $100.00 per-month office allowance for home office expenses. Other expenses are negotiable and may be reimbursed with prior approval.
Disclaimers

*FIRST in Texas* leadership reserves the right to assign or reassign duties and responsibilities to this position at any time and this description reflects management’s assignment of essential functions. This job description is subject to change at any time.

*FIRST in Texas* is dedicated to the goal of building a culturally diverse team who are committed to working in a multicultural environment and strongly encourages applications from women and minorities.