



Position Title: Operations Director

This position supports Rosie's House by overseeing the financial resources, human resources, operations, and facility management for the organization.

Our mission is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

Department: Operations

Supervises others: Yes

Reports to: Chief Executive Officer

Employment Status: Full-Time Employee

FLSA Status: Exempt

Salary Range: \$55,000 - \$65,000

Benefits: Full-time benefits package

Location: 919 E. Jefferson St., Phoenix, AZ

Remote Eligibility: No

Telework Eligibility: No

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

Primary Functions and Responsibilities

Financial Resources Responsibilities

- Administration of all finance activities of the company including budgeting, forecasting and negotiations
- Manages accounts receivables, accounts payable, and facilitates company-wide procurement and purchasing processes utilizing Quickbooks
- Assures monthly financials are accurately reported through financial reports generated from Quickbooks and Salesforce and provides reports to Board Finance Committee
- Ensures that financial activities conform to generally accepted accounting principles (GAAP)
- Implements financial policy controls
- Directs cash management activities, establishes and maintains all banking relationships including online merchant account for donation processing
- Oversees asset management for company equipment including musical instruments, technology and office equipment
- Directs annual audit process including managing relationship with auditor and providing necessary data and information to prepare an effective audit and report

Human Resources Responsibilities

- Manages company's Human Resources and benefits in partnership with Chief Executive Officer
- Acts as organizational liaison to payroll, insurance, 401k and other benefit vendors
- Oversees hiring, onboarding and strategies for talent attraction and retention
- Assures information in employee files is complete and accurate
- Submits bi-monthly payroll for all employees
- Serves as point of contact on HR-related questions from employees

Operations & Facility Management Responsibilities

- Manages vendors and resources (including technology) necessary to operate facility
- Facilitates maintenance and specialized music needs for building usage
- Serves as liaison to property owner and oversees any needed repairs, improvements, and construction to property
- Oversees company IT needs

- Manages sub-lease tenant, one time use and special use of building including recruitment of users and contract management
- Manages vital documents and oversees standard operating procedures and policy creation
- Develops building life safety plans and security protocols
- Oversees artistic production needs for organization-wide events including concerts, fundraisers and other special events

Essential Qualities and Competencies

You will succeed at this role if:

- You use logic to analyze a challenge and develop multiple solutions
- You pay close attention to details and take pride in accuracy and efficiency
- You make business decision grounded in our mission

Experience and Other Requirements

- Bachelor's degree or equivalent experience
- 3-5 years direct experience in non-profit finance, HR or operations
- Microsoft Office, QuickBooks, and Salesforce experience preferred

Benefits

Time Off: Rosie's House offers generous vacation benefits starting with 14 days of paid vacation per year, with increases every three years for up to 21 days paid vacation. Rosie's House also recognizes 9 Holidays that can be flexed according to an employee's personal or religious beliefs.

Health Care, Short/Long-Term Disability and Life Insurance: Rosie's House offers 100% employer paid medical, dental and vision premiums for full-time staff members on our base plan. Rosie's House also carries short- and long-term disability insurance and offers a life insurance policy to full-time employees.

Retirement: Rosie's House offers a 401k plan option with matching funds available.

How to Apply

Please submit your cover letter, resume and Employment Application to employment@rosieshouse.org using **Operations Director** and your name in the subject. The Employment Application is available at [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process and Criminal Background Check for all faculty and staff members before employment begins.

Conditions: This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

More about Us

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs seven full-time staff, 23 part-time highly trained music educators, and has an annual operating budget of approximately \$1,000,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 500 students, grades 1-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. For more information visit www.rosieshouse.org