



## • EMPLOYMENT OPPORTUNITY •

### Associate Director of Operations

**Title:** Associate Director of Operations (ADO)

**Reports to:** Executive Director

**FLSA Status:** Exempt

**Starting Wage:** Commensurate with experience

**Position Status:** Regular, full time

**Effective Date:** June 1, 2022

As a national non-profit organization and a leader in the field of community health, Vision y Compromiso seeks a full-time candidate to serve as a member of the executive management team and contribute to the implementation of the organization's strategic goals. The ADO will support the development and implementation of sophisticated policies and procedures in finance, human resources, technology and general operations. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving to join in a high-growth, mission-driven organization.

The ADO must be a leader who can deliver measurable, cost-effective results and efficient and effective systems to monitor and sustain the productivity of the organization. The successful ADO will also have the technical skills, and confidence to lead a strong and talented group of team members.

The ADO will demonstrate and promote a culture of safety, personal responsibility; provide analytical support to VyC's internal management team including develop reporting capabilities and promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

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Established in 2000, Visión y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. Today, we are the only organization in California providing comprehensive culturally- and linguistically-relevant training, workforce development, leadership opportunities, advocacy and support to more than 4,000 promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazón* (service from the heart). Our vision: *Hacia una vida digna y sana* (Towards a Healthy and Dignified Life) reflects enhancing promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.



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This position will report to the Executive Director and work closely with the Associate Director of Programs to ensure coordination and support for departments.

A preferred candidate will have a minimum 10 years' experience in a senior management role with a high growth organization. Must have both external audit and in-house financial management experience, familiarity with nonprofit finance and accounting regulations; proven track record of success facilitating progressive organizational change and development within a growing organization; excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills; strong mentoring, coaching experience to a team with diverse levels of expertise.

Exceptional capacity for managing and leading people; a team builder who has experience in building sustainable organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability; develop and empower top-notch 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.

Enjoys working hard and looks for challenges; able 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.

Undergraduate degree required; MBA or similar advanced degree highly desired.

**Applications will be open June 1, 2022, until the position has been filled. Please submit resumes and questions to Maria Lemus via email at ([maria@visionycompromiso.org](mailto:maria@visionycompromiso.org)).**

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