

***Kim Finch Cook Executive Recruiters, Inc.***

**Job Description**

Title: Director of Business & Administrative Support.  
Reports to: Chief Operations Officer (COO)  
Location: Seattle, WA

This is for a social enterprise company with over 1,000 employees. The business model is unique. As social entrepreneurs, they combine the passionate pursuit of their mission while adhering to the discipline and innovation of a for-profit company. This is an opportunity to provide individuals with criminal histories the opportunity to lead healthy, productive lives. For over 50 years we have proudly serviced our clients with professionalism and empathy. As an entrepreneurial non-profit, we are experiencing rapid growth, and seek world class talent that is equally entrepreneurial and can thrive in a fast-paced environment.

**POSITION SUMMARY:**

As the director of the operations support division, you will lead project management, real estate and facilities, and internal construction team to support the overall strategic direction of the company. Responsible for providing leadership and achieving world-class operational results through human capital and effective business practices. Ability to balance the company mission in helping people succeed through gainful employment, while implementing effective practices throughout the organization to promote the success in an extremely competitive environment.

**ESSENTIAL DUTIES AND TASKS:**

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Oversee daily operations of the administrative support teams, 25 FTE. Specific team members include, (2 project managers who oversee approximately 20 project per year), 1 (one) direct report real estate, who oversees a team of approximately 20 FTE, which are responsible for managing the capital improvement projects, repair and maintenance for 51 owned and leased facilities.
- Additional staff: Fleet manager (60 vehicles, the fleet manager is a possible future hire), to ensure timely execution of all major projects and initiatives.
- Additional future staff: 1 (one) Fleet manager (60 vehicles, the fleet manager is a possible future hire), to ensure timely execution of all major projects and initiatives.
- Oversee the timely development and creation of 90-day operational plans that align with the organizations long-term strategic vision.
- Supervise all strategic projects to ensure timely completion and efficient use of available resources.
  
- Oversee the real-estate and asset management personnel – ensuring that all owned and leased properties are fully optimized for both internal and external customers.
- Develop and oversee a long-term capital budget through a capital needs assessment.
- Lead business process improvement initiatives including the implementation of technological innovations for efficiency and effectiveness.

## QUALIFICATIONS:

### Bachelor's Degree

- At least 10 years of management / leadership experience.
- Proficient in managing large organization-wide initiatives and projects with knowledge of system thinking; strategy design and execution; and leadership communication.
- Demonstrated understanding on scaling new programs and services in partnership with external agencies.
- Demonstrated understanding and commitment in supporting a culture that is in service of leading for racial equity.

## BENEFITS FOR FULL-TIME EMPLOYEES:

- Competitive industry compensation, including a salary, plus bonus and strong benefits package, including paid vacation, holidays, and sick days.
- Tuition Assistance – company pays 100% of the tuition for a bachelor's degree, and 50% for graduate programs.
- Retirement plan -- company contributes 4.5% of an employees' annual compensation, plus an additional 3.5% match is offered to those who contribute 6% or more on their own.
- Employee Recognition Program (PERC Rewards) -- Rewards include gift cards, additional time off, weekend getaways and other great items.
- Other benefits include participation in the Life Assistance Program and public transportation reimbursement.

## FOR ADDITIONAL INFORMATION:

- Kim Finch Cook Executive Recruiter, Inc.
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