



## Operations Director

**About Us:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

**Position Summary:** Building One Community (“B1C”) seeks an **Operations Director** responsible for partnering closely with the Executive Director to align operational strategies with the organization’s mission and goals. The Operations Director is a key member of the senior leadership team, responsible for ensuring the effective functioning of the organization’s systems, people, and infrastructure. Overseeing general Operations, Information Technology and Human Resources, this position will manage a \$5 million annual budget and support approximately 50 staff members in delivering high-quality programs and services. This full-time position allows for a hybrid work schedule of four days onsite and one remote day each week. The remote day may not be taken on Fridays. The role also involves occasional evening and weekend assignments.

Responsibilities include, but are not limited to:

### Organizational Leadership & Strategy

- Partner with the Executive Director and leadership team to develop and implement operational strategies that support organizational priorities and growth.
- Serve as a thought partner to the ED on organizational effectiveness, risk management, and resource allocation.
- Lead operational planning and execution to ensure efficiency, compliance, and alignment with the mission.

### Operations & Facilities

- Supervise the Office Manager, office systems, and operational policies to ensure smooth day-to-day functioning.
- Oversee procurement, vendor management, and contract administration.
- Lead risk management efforts, including safety, security, insurance, and contingency planning.

### Information Technology

- Oversee IT systems, infrastructure, and vendors to ensure reliable and secure technology that meets organizational needs.
- Supervise the technology staff, including the Data & Systems Manager and Data & Systems Coordinator.
- Partner with IT staff/consultants on technology planning, upgrades, and staff training.
- Implement cybersecurity best practices and ensure compliance with data protection standards.

### Human Resources

- Supervise the HR Manager, providing guidance on recruitment, retention, employee relations, performance management, compensation, and benefits.
- Ensure HR policies, practices, and procedures are legally compliant, equitable, and support a positive workplace culture.
- Support professional development, staff engagement, and diversity, equity, and inclusion initiatives.

**Required Skills/Qualifications:**

- Bachelor's degree in business administration, nonprofit management, or related field; or equivalent experience.
- Minimum of 5 years of progressive experience in operations, IT, HR, or related leadership roles.
- Experience supervising multiple functions and managing cross-departmental teams.
- Strong understanding of nonprofit IT systems, facilities management, HR, and compliance.
- Proven ability to lead change, manage large teams, solve complex problems, and make sound decisions in a fast-paced environment.
- Data management experience required; Salesforce knowledge a plus.
- Demonstrated sensitivity and ability to collaborate with people from diverse backgrounds.
- Experience in an organization with a similar size budget (\$5M+) and staff (50+ employees).
- Excellent communication, interpersonal, and organizational skills.
- Commitment to B1C's mission and goals.

**Preferred:**

- Master's degree in a related field.
- Familiarity with grant compliance and nonprofit audit processes.
- Nonprofit experience.

To apply for this position, please submit your resume to [jobs@b1c.org](mailto:jobs@b1c.org).

*Building One Community is an Equal Opportunity Employer*