



Operations Director Full Time/Exempt

Yoga Behind Bars (YBB) Overview – YBB is the only nonprofit in WA State dedicated to bringing trauma-sensitive yoga to prisons, jails, and detention centers. Our programs promote rehabilitation and offer people inner tools and resources to break the cycle of repeated incarceration. YBB is mainly funded by individual donors and powered by 102 volunteer instructors. Based in Seattle, we are a staff team of 5, with programs at 17 facilities, and an annual operating budget of \$324k that we seek to grow to \$500k by end of 2018.

Position Objective/Overview – The Operations Director will be responsible for managing the day-to-day internal operations of Yoga Behind Bars. The position will work closely with all staff in a highly collaborative environment and will report to the Executive Director.

Operations + Financial Management

- Process all monthly financial information including accounts payable, receivable and work with third party bookkeeper, for processing of payroll and all City, State, and Federal tax and other business filings.
- Generate financial, analytical, statistical and demographic reports, as well as mailing lists, recognition lists and other data extractions as requested by staff.
- Design and generate customized reports and establish automated processes as necessary for staff and board to make objective, mindful decisions.
- Monitor budget compliance across the organization and provide updates to the finance committee.
- Lead annual budgeting process in collaboration with Executive Director and Finance Committee.
- Lead annual 990 return in collaboration with ED, bookkeeper, and Finance Committee.
- Manage YBB training registrations and contracts.
- Administer Little Green Light CRM and ensure data integrity for reporting.
- Maintain productive relationships with vendors.



- Contribute to short and long-term strategic planning as a key member of the leadership team.

Communications

- Manage the YBB website.
- Manage regular organizational performance dashboard compilation and publication.
- Liaise with the Board of Directors around key programs and operations and support board meetings & retreats, including preparing board pre-read materials.
- Generate and publish annual reports and other external communications such as press releases and video storytelling.
- Strengthen and manage all aspects of internal and external agency communications, including media relationships.
- Represent YBB at key events.
- Support other special projects as needed.

HR Management

- Support team with goal setting, ensuring alignment with our strategic plan.
- Review, update and monitor adherence to personnel policies and procedures.
- Manage personnel and other HR related files.
- Oversee personnel development, including employee trainings and preparing all-staff meetings.
- Supervise Program & Admin Coordinator.

Requirements

- Proven track record of operational management required, including personnel supervision/HR management.
- Strong budget management skills and experience.
- Understanding of legal requirements of a 501(c)3 nonprofit organizations.
- High level of comfort and experience with technology; prior experience working with a CRM database and financial system (QuickBooks or similar).



- Strong team orientation, ability to provide and accept feedback, and ability to work effectively in collaboration with diverse groups of people.
- Outstanding written and verbal communication skills.
- Demonstrated commitment to high professional ethical standards and a diverse workplace.
- Excellent customer service skills; proven track record developing effective partnerships.
- Commitment to our mission and belief in the value of nonprofits as drivers of social justice, benefit, and change.
- High level of dependability and reliability.
- Organized, detail-oriented, systems thinker.
- Open to working some nights and weekends as needed.

Compensation

Expected to work an average of 35 hours a week. \$45-50k annual salary, DOE. 3 weeks of PTO and 10 paid holidays. Flexible schedule and part-time work from home options. Supportive and collaborative work environment with emphasis on holistic well-being of staff. Annual professional development stipend.

To Apply

Please submit a resume and cover letter indicating 1) why you would be a good fit and 2) your salary requirement, in PDF format. Please do not paste your resume in the body of the email. Candidates will be screened as applications come in and our ideal start date for the position is September 18. Submit all materials to info@yogabehindbars.org with Operations Director position in the subject line. No calls please.

Yoga Behind Bars follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, disability status, veteran status, military obligations, and marital status. We are committed to engaging the skills and leadership of formerly incarcerated people.