



Job Posting

Carver Community Organization a 75-year-old non-profit organization located in Evansville, IN is seeking a full time **Director of Operations**. The Director of Operations is responsible for leading and managing a comprehensive array of services and programs delivered in multiple sites to various age groups of clients.

Responsibilities include but are not limited to:

- **Supervising a team of program managers in providing quality high priority services to clients of multiple age groups**
- **Implementing and leading a continuous quality improvement process throughout the program and service areas**
- **Developing and maintaining a data management system tracking outcomes and other required data points**
- **Prepare, manage, and report on operational budgets**
- **Assume direct responsibility for program planning, organizing, operating, and staffing**
- **Annual data collection and evaluation of the program**
- **Grant writing and assisting with fundraising-related tasks.**

The qualified candidate must have a minimum of a Bachelor's Degree, a Master's Degree is preferred, in Non-Profit Management, Public Administration, Business Administration or a related field with knowledge of human resources, program evaluation, and outcomes measurement, 5 years of industry experience and 3 years' of senior leadership experience supervising program leadership staff. Interested candidates may submit a cover letter and resume to Carver at carver@carverorg.org. Resumes will be accepted until January 15, 2020. No phone calls please. Equal Opportunity Employer

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