



JOB DESCRIPTION

Director of Operations

Reporting to: Board of Directors

Location: Orange, CA

Website: <https://www.foreverfootprints.org/>

OneOC is proud to partner with Forever Footprints in the recruitment of the Director of Operations position.

ORGANIZATION OVERVIEW

Upon the death of her son Joseph Thomas in 2004, Forever Footprints founder, Kristyn Von Rotz saw the need for support, education, and remembrance for grieving families. Since 2005, Forever Footprints has served families who have suffered pregnancy and infant loss. What started as a small remembrance walk has evolved into a multi-faceted nonprofit organization that has served families throughout Southern California and around the world. The organization provides families with direct services, educates the medical community to



"Walk to Remember" Event

improve quality of care and response, and offers opportunities for remembrance to help families find their own path to healing.

MISSION

The mission of Forever Footprints is to ensure that families who have suffered a pregnancy or infant loss receive the best support, comfort, and resources possible.

One in four women will lose a baby...



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OUR IMPACT



Since 2005, Forever Footprints has:

- Provided support to more than **43,000 people** through in-person and virtual remembrance walks
- Provided more than **2,000 educational books** to families, and the medical community
- Assisted more than **800 medical professionals** in bereavement training
- Provided more than **2,100 memory boxes** to hospitals and families
- Provided no-cost support groups to more than **1,000 individuals**

THE OPPORTUNITY

Reporting to the Board of Directors and working parallel with the founder, the **Director of Operations** is responsible for the operational success of Forever Footprints ensuring team management and development, program delivery, and quality control and evaluation. In this role, the Director of Operations will deliver measurable, cost-effective results to make the mission and vision of Forever Footprints a reality. The Director of Operations manages a team of staff and volunteers, oversees the successful execution of signature events, and serves as an external face of Forever Footprints in the community.

Scope of Responsibility:

- Executes strategic objectives to ensure the operational success of Forever Footprints.
- Provides a strong day-to-day leadership presence.
- Recruits, hires, and oversees training and orientation of all team members.
- Works with staff to develop objective performance measurements to ensure consistent evaluation and goal setting for all employees.
- Instills a sense of accountability among team members by modeling tight oversight of individual and organization performance standards.
- Brings efficient and effective systems to increase the productivity of the organization.
- Ensures ongoing programmatic excellence, evaluation, and consistent quality of finance and administration, revenue generation, communications, and systems.
- Expands local revenue generation to support existing program operations.



- Uses external presence and relationships to garner new opportunities.
- Communicates the branded message internally and externally.
- Reports to and works with the board of directors and board committees.
- Conducts self in accordance with Forever Footprints mission.
- Performs other job-related duties as assigned.

Knowledge & Skills:

- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that requires intervention for a solution.
- Possesses a strong attention to detail; uses skill and judgment to ensure written and verbal outputs are clear, accurate, grammatically correct, and of appropriate tone.
- Possesses superior verbal and written communication and presentation skills.
- Able to manage multiple projects in a team environment as well as individually with little supervision.
- Able to work effectively in collaboration with diverse groups of people.
- Possesses strong project management and prioritization skills with an affinity of producing high-quality work.
- Possesses a thorough understanding of finance, systems, and human resources.
- Possesses a commitment and passion for Forever Footprints Mission, Vision, and Values.
- Maintains high proficiency in Microsoft Office (i.e., Word, Excel, PowerPoint)
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business.
- Passion, integrity, creative, cheerful outlook, mission-driven, and self-directed.

Education & Experience Required:

- Bachelor's degree required. Master's degree in related field preferred
- At least three (3) years of related, nonprofit experience involving revenue generation and team management responsibilities required.
- Has proven experience of revenue generation and scaling an organization.
- An equivalent combination of education and experience may be considered as a satisfactory substitute for the specific education and experience listed.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control, and performance.



Compensation:

This is an outstanding opportunity for a highly motivated leader to assume a pivotal role in a mission-driven, highly respected organization. We are seeking an individual of extraordinary quality with a proven track record of success. The salary range for this position is **\$70K - \$80K** with paid time off and a hybrid work schedule.

CONTACT INFORMATION

Please send resumes to:

sbrooks@oneoc.org

714-597-8951

Direct all correspondence, emails, and telephone calls to OneOC. Any resumes sent, or telephone calls made to Forever Footprints will be redirected to OneOC.

Forever Footprints is an equal opportunity employer.



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