

Position Announcement (12/10/18)

Title: Operations Effectiveness Manager

Responsibilities: With high level of initiative and discretion the Operations Effectiveness Manager will provide Association leadership and direction for all delegated and assigned functions of the Association. Evaluate, create and improve the effectiveness and efficiency of administrative systems and processes of CCE of Tompkins County in collaboration with leadership. An important component in this role is the development of systems and practices that remove barriers to full inclusion in the activities of the organization. This person will have the skills necessary to develop systems that are inclusive and efficient, and that have an impact on both the internal workforce and the community served by the Association. This person will be responsible for a full range of management duties including accessing confidential data and completing complex projects and reports.

The Operations Effectiveness Manager will have two primary roles for improving organizational effectiveness:

Administrative Systems Development: This person will develop and improve systems for functions within all administrative areas/operations including Human Resources, Marketing, Communications, IT and Videography, Facilities, and Grants Development, and will work alongside Finance to improve existing systems. The focus will be on promoting innovation, efficiency, and responsiveness to all cultures.

Employee and Community Relations with a focus on Equity and Inclusion: This person will work collaboratively with organizational leadership and staff, to strengthen the organization's cultural openness and competence.

Qualifications: Bachelor's Degree and 3 to 5 years of progressively responsible experience and leadership in administration, and diversity and inclusion, or equivalent combination of education and experience (Associate's Degree and 5-7 years' progressive experience as listed above). Experience implementing diversity and inclusion programs in a professional setting. Strong understanding of not-for profit organizations. Experience in training design, development, and delivery, as well as evaluation. Strong grant research and writing skills. A deep and practical understanding of the technical, community, and business aspects of developing and delivering employee work systems and programs.

Hours/Benefits: Position is full-time and includes full benefit package including health and dental insurance, retirement, life insurance and more.

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Inquiries: Questions in advance of application should be directed to Ken Schlather, Executive Director, 607-272-2292 or email ks47@cornell.edu.

Application: Individuals interested in this position should apply on-line. A link to the full position description and application process is available at: cctompkins.org/jobs. The posting will remain open until we have a suitable pool of candidates; resume review will begin on January 11, 2019.

**Individuals who bring a diverse perspective and are supportive
of diversity are strongly encouraged to apply.**

Cornell Cooperative Extension of Tompkins County
Education Center
615 Willow Avenue
Ithaca, NY 14850
Phone: 607-272-2292 / Fax: 607-272-7088
Email: tompkins@cornell.edu
Web: www.cctompkins.org

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