

VISTA HERMOSA FOUNDATION

1111 Fishhook Park Road, Prescott, WA 99348

Job Description – Director of Operations

Vista Hermosa Foundation was established in 1990 by Broetje Orchards to serve the needs of children and the underserved. In addition to operating programs on-site in the Vista Hermosa community, the Foundation invests in the development of holistic, flourishing communities in countries around the world.

The Director of Operations manages all aspects of our on-site programming, including Snake River Housing, Mano a Mano (seasonal housing), New Horizon Early Childhood Education Center, and Nueva Esperanza Leadership Academy. Collectively, these entities serve a twofold purpose: to provide safe, affordable housing for employees and their families near the workplace; and to serve as a model servant-led community of practice in our larger Partners in Authentic Community (PAC) Initiative.

This position reports directly to the VHF Executive Director and, as a Servant Leader, leads a team of program managers to achieve the following.

1. **Annual Objectives.** In partnership with program leaders, establish and implement annual performance objectives, identify opportunities to leverage cross-program strengths, develop strong communication and collaboration, and monitor objectives through monthly reports.
2. **Strategic Planning and Monitoring.** Coach program leaders as they implement strategic plans, adapt program operations to emerging circumstances, and strive for sustainability. Develop and implement a system for tracking and reporting on progress and its impact in community.
3. **Supervision and Training.** Mentor program leaders in staff development using a collaborative approach. Develop shared accountabilities, training and retention strategies, and conduct annual performance appraisals.
4. **Professional Development.** Hold program staff to their own professional development plans, ensuring those plans are in unison with the strategic direction of the organization.
5. **Evaluation and Reporting.** Employ VHF's Theory of Change and Community Indicators to measure and monitor the growth of spiritual wellbeing in community over time. Prepare community updates and reports to share with the board and with collaborating partners.
6. **Budgets and Finances.** Assume fiscal responsibility for staffing, budgets, accounts payable/receivable.
7. **Facilities.** Support staff in managing use of all facilities, ensuring proper function, maintenance, and collaboration. Optimize useful life of facilities and ensure a long term repair and replacement plan.
8. **Community Empowerment.** Nurture local leadership development with a goal towards self-governance, empower families as advocates, and build mutual accountability in community.
9. **Communication.** Ensure regular communications between community programs, residents, volunteers, participants and collaborating partners.
10. **Partnerships.** Manage relationships with outside organizations inclusive of satisfying reporting requirement, sharing information, and attending meetings. Seek new opportunities for partnerships to bring new and innovative ideas to existing programs.

Desired Qualifications

- For profit and non-profit business management
- Coaching and mentoring experience
- Monitoring and evaluations skills
- Strategic planning and team building
- Strong interpersonal and communication skills
- Experience working across cultures
- Bilingual in English and Spanish

Application: Send cover letter, resume and references to: suzanneb@firstfruits.com