



Texas Center

JOB DESCRIPTION

Job Title: Director of Operations
Reports to: Executive Director
Classification: Full time/ Exempt
Work Schedule: Min. 40 hours per week; will be required to work some evening and weekends

Position Overview:

Asia Society is seeking a Director of Operations to join our dynamic management team. The Director oversees all Asia Society operational needs, and works in collaboration with other departments and outside community partners.

Responsibilities:

The Director of Operations is responsible for developing and implementing plans, schedules and operational and facility upkeep policies. The Director has primary responsibility for internal operations and operations staff oversight (4 or more direct reports). General responsibility includes identifying the organization's future operational needs, and developing and managing operational budget and staffing structure. Specific duties include spearheading the Facilities and Operations Committee, developing and managing Capital Expenses budget, schedules and proposals for production needs (A/V), oversight of IT and telecommunications systems, as well as café operations:

- Supervise operations staff toward developing plans, schedules and ensuring productivity.
- Coordinate all Facility and Operation Committee activities.
- Develop and monitor operations budgets (allocated and non-allocated costs) and assure good stewardship of resources.
- Develop and execute Capital Expenses budget.
- Primarily contact and negotiator with all operational contactors and vendors.
- Manage increasing segments of information technology, with related internal communications and external communications (Salesforce, Patron Manager, etc.).
- Maps and executes overall organizational data architecture systems.
- Serve as the liaison with agency associates, vendors, and partners (legal counsel, café operator, building contractors, Museum Park Neighborhood and Museum Park Super Neighborhood association, etc.)

- Manage café vendor.
- Oversees rental facilities department. Meet/exceed budget revenue goal.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Develop thought leadership around specific topics/ emerging practice
- Share in knowledge dissemination, reporting and communications
- Mentoring, coaching; visible, approachable sounding board/resource for staff

Qualifications:

- 5+ years in an operational management or leadership position in a nonprofit organization, or museum.
- Undergraduate degree from an accredited university in a relevant field a must. MBA preferred.
- Proven organizational skills, with strong ability to set priorities, manage multiple projects, work independently, and perform under pressure.
- Knowledge and fluency in A/V technology. Production experience a plus.
- Understanding of advanced data systems (Salesforce preferred).
- Experience in budgeting.
- Experience in procuring.
- Understanding of IT field.
- Advanced negotiation skills.
- Track record delivering superior results, commanding respect, and assuming leadership roles.
- Success in role requiring execution of multiple tasks while responding to multiple priorities.
- Proven ability to work efficiently, with flexibility and good humor.
- Demonstrated ability to build and maintain relationships with a wide array of people — junior and senior, for-profit and nonprofit, and from diverse backgrounds.
- Promotes excellence in all matters, with the confidence to defend/debate ideas.
- Outstanding communication and interpersonal skills.
- Organized and accurate, with attention to detail.
- Ability to exercise tact and diplomacy in organizational settings.
- Desired character traits: Organized and calm; transparent, dependable and direct; self-disciplined, innovative, problem-solving; ability to remain focused in the face of pressure.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Relocation Expenses:

No relocation costs or travel for interviews will be covered by Asia Society Texas Center.

Compensation:

Salary: Minimum \$75,000/year + highly competitive benefits package.

How to Apply:

Please email your cover letter and resume indicating position and salary requirements to:
Human Resources Department, HRDept@asiasociety.org.

Indicate job title in the subject line.

Resumes without cover letters will not be accepted.

No phone calls, please.

Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.