

Alutiiq Museum Job Description

DIRECTOR OF OPERATIONS

TITLE	Director of Operations
CLASSIFICATION	Full-time or .75 FTE (30-40hrs/wk)
BENEFITS	Full benefits (PTO, Holidays, Health Insurance, Retirement, etc.)
REPORTS TO	Executive Director
SUPERVISES	None

SUMMARY OF RESPONSIBILITIES

The Director of Operations (DOO) serves as a lead member of the Alutiiq Museum's management team, working directly with the Executive Director (ED). This position acts as an advisor, problem solver, and strategic coordinator for organizational initiatives. The DOO fosters communication and coordination across museum departments to help the organization run smoothly and enhance our impact. This position oversees the care of museum facilities and leads business administration, ensuring timely and accurate recordkeeping, and organized completion of operations and finance activities with the help of contracted finance professionals.

ESSENTIAL POSITION FUNCTIONS

Executive Support:

- Supports the Executive Director with implementation of the museum's strategic plan and special initiatives, including tracking impacts and goals, and identifying and addressing issues as they arise.
- Fosters communication and collaboration across departments by supporting the relay of information requests and task assignments from the Executive Director for department managers and their teams.
- Disseminates information and communicates ideas on behalf of the ED as directed. Responds on behalf of the ED to issues that arise, both internal and external. Works to solve problems, mediate disputes, and deal with issues before they reach the director.
- Coordinates administrative support for the Executive Director as needed, and aids in scheduling meetings, interviews, and appearances of the Executive Director.
- Coordinates and prepares briefing memos, talking points, and background research to prepare the ED for meetings and engagements.
- Tracks organizational policies and renewal dates, and works with museum staff to prepare updated policy documents for Board review.
- Attends board meetings, staff meetings, and museum and community events as requested.

Finance & Administration:

- Oversees the museum's business office and ensures smooth operations and processes, seeking efficiencies and adhering to best practices.
- Tracks deadlines for business licensing, taxation, insurance, and compliance, completing submissions or coordinating with appropriate staff members to ensure timely and accurate submissions.
- Coordinates with outside accounting firm and finance professionals on monthly financial reconciliation and reporting. Works with the outside auditor to conduct the annual audit.
- Deposits cash and checks, submitting weekly deposit reports to accountants. This includes weekly retail deposits and associated record-keeping.
- Assists staff with the creation and submission of invoices. Tracks invoice payment and sends reminder notices as needed.
- Leads biweekly payroll submission and purchase/expense reporting and ensures accuracy. Ensures submission of required federal forms and reports. Assists staff with payroll inquiries.
- Maintains Alutiiq Heritage Foundation's State of Alaska Gaming Permit. Serves as the alternate member in charge for the organization, and works with the Executive Director to ensure timely submission of gaming reports.

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Operations & Facility:

- Responsible for facility maintenance contracts and maintenance scheduling.
- Oversees both the routine and emergency maintenance of museum facilities, equipment, and physical plant as assigned.
- Works to maintain a safe environment, meet professional standards for museum operations, and ensure the stewardship of the museum's physical assets.

REQUIRED EXPERIENCE AND EDUCATION

This position requires 8-10 years of professional experience in administration with a history of increasing responsibilities. A bachelor's or master's degree is preferred. The ideal candidate will have the acumen and finesse to handle complex situations and multiple responsibilities simultaneously mixing long-term projects with the urgency of immediate demands. Demonstrated experience with and knowledge of Native Alaskan heritage, history, art, and culture are also preferred. The successful applicant must possess strong verbal communication skills and a courteous and professional manner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to interact and work positively with all museum board, staff, patrons, and volunteers.
- Must be comfortable with the use of technology and software commonly found in an office environment, including timekeeping software, financial software (Quickbooks online), Microsoft Office suite, and other platforms as needed.
- Demonstrated ability to deal with highly confidential information, and act as a liaison between the Executive Director and other constituencies, both internal and external.
- Ability to follow directions carefully, to accept feedback graciously, and to work independently on assigned tasks.
- Ability to resolve conflicts professionally and constructively.
- Must adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environments; cooperate and work respectfully with others; participate in pro-active problem solving; and attend and participate in staff meetings as required.
- Must have a pleasant, courteous, and professional attitude and presence.
- Able to work a flexible schedule and participate in evening and weekend programs and events as needed.
- Able to travel occasionally to Kodiak's remote villages for outreach or events as needed.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

This position conducts light work, performed in a pleasant indoor setting. However, the Chief of Staff should be able to occasionally lift 35 lb. (e.g., to assist with moving boxes or museum equipment).

This job description does not list all the duties of the position. You may be asked to perform other duties. Your evaluation will include an assessment of your performance of your job as described herein or as required by a sponsoring organization. Management has the right to revise this job description at any time. The job description is not a contract for employment.