



Director of Operations

About the Organization:

Founded in 1973 as Women In Film, Los Angeles, WIF advocates for and advances the careers of women working in the screen industries, to achieve parity and transform culture. We support women and people of marginalized genders in front of and behind the camera and across all levels of experience. We work to change culture through our distinguished pipeline programs; we advocate for gender parity through research, education, and media campaigns; and we build a community centered around these goals. Membership is open to all screen industry professionals, and more information can be found on our website: wif.org.

About the Position:

The Director of Operations provides direction and day-to-day management of several key functions including human resources, administration, events and finance. This position is responsible for major projects and functions as a chief of staff, assuming responsibility for organization in absence of the CEO. They participate as a member of the senior management team to design systems that meet the organization's short-term and long-term goals. This position reports to the CEO and oversees Event Manager and Operations/Event Coordinator, Accountant Consultant, IT Consultant and HR Consultant.

Responsibilities include:

Administration

- Oversee general office systems, policies and procedures.
- Oversee computer hardware and software including management of IT consultant.
- Oversee relationship with building management (lease, repairs, safety).
- Oversee insurance policies including D&O, liability and health insurance.
- Oversee relationship with the WIF attorney and review contracts as needed.

Human Relations

- Hire and manage an HR consultant who advises on Employee Handbook, policy, management training, compensation analysis and other issues as they arise.
- Oversee recruitment and hiring for full time, part time, temporary staff and interns; ensure proper onboarding and offboarding for all staff and interns.
- Design events and systems that build community among staff.
- Oversee annual employee reviews.
- Identify and manage training and development needs for employees.
- Support management of employee medical leave, grievances and dispute, and performance management processes.

Finance and KPIS

- Oversee accountant.
- Oversee annual budgeting process and annual audit.
- Manage organizational KPI tracking.
- Serve as liaison to WIF Board of Directors Finance Committee.

Events

- Oversee Events Manager.
- Oversee insurance and safety.
- Oversee event budgets and contracts.

Other duties as assigned by the CEO.

Qualifications:

- A minimum of 10 years experience working in operations or administration with oversight of HR and at least 3 years as a senior team member.
- Experience designing project management systems that are well organized and result in tasks being completed effectively and on time with attention to detail.
- Experience working with creatives and underrepresented populations.
- Ability to think strategically across multiple departments (Admin, HR, Finance, Events) and set achievable goals in each.
- Excellent leadership and people management skills; demonstrated success working as part of a team and responding to employee needs.
- Ability to problem solve, respond to rapidly changing situations and maintain a level head.
- A high level of initiative and enthusiasm, with a propensity for action.
- Excellent written and verbal communication skills, as well as computer literacy to include: Google Suite, Microsoft Office, Project Management software (Monday.com), Slack, MAC proficiency preferred.
- Ability to establish and cultivate respectful relationships with people from a variety of backgrounds and identities.
- A commitment to WIF's mission

This is an exempt/Full-Time Year-Round position, Monday through Friday, though weeknight and weekend hours may be required.

WIF is an equal opportunity employer. WIF strongly believes in the strength of diversity and therefore actively encourages applications from women, gender non-conforming people, people of color, LGBTQ+, and any qualified person who supports WIF's mission.

Compensation: Salary range \$85k-\$105k plus benefits to include medical, dental, 403B (retirement), vacation time, sick time and holidays.

Interested candidates please submit resume and cover letter to jobs@wif.org with subject line "Director of Operations Applicant."