

OPERATIONS DEVELOPMENT LEAD

Here at FOREFRONT, we are ready to tackle a new forefront of changing people's lives. We are a non-profit organization that values creativity and passion and strives to champion people and their stories. We find innovative solutions to solve problems in the developing world, where your personal reward for your hard work will be fulfilling and our global human impact will be monumental.

Role Description

As Operations Development Lead, you will work to improve our organization's processes, tools, and growth plans. You will be working closely with the Chief Operating Officer along with the People & Culture Lead to represent our team's growth. Your role includes but is not limited to:

- Managing day-to-day internal operations
- Optimizing operational processes and procedures for efficiency while maintaining standards
- Implementing new processes and procedures and analyzing development
- Tracking and reporting operational performance
- Maintaining policy and procedure documents and records
- Planning and executing organizational growth roadmaps

Credentials

Qualifications include:

- Bachelor's degree
- 1+ year(s) experience working in operations or consulting
- Strong administrative skills & attention to detail
- Highly imaginative and creative
- High-energy go-getter with integrity
- Mission-driven individual with patience and straightforwardness
- Outstanding communication and presentation skills
- Resident in the NY/NJ or DMV metropolitan region
- Prior international travel and non-profit experience is a plus

What We Are Looking For

I get things done.

You are a proficient multi-tasker. You give your 100% from start to finish ensuring deadlines are met. You take initiative, are accountable, and work well individually and as a team. You are a proactive responder and an adept communicator across various channels.

I am a team player.

There is no "I" in "team"! You listen to others and read between the lines. You love working with people and hearing their ideas while integrating them with your own. You are honest, open minded, and do not look for unethical shortcuts.

I am a passionate optimist.

You remain positive and steadfast throughout challenges and obstacles. You're a passionate changemaker committed to making a social impact.

I am a creative and driven professional.

You actively think outside the box and creatively look for opportunities and solutions. You are self-motivated, strive to exceed expectations, and thrive in a fast-paced environment.

I am a tech savant.

This job requires the use of technology, including video conferencing, Google Suite, and Slack messaging. You look to technology to execute your role while increasing efficiency.

I am a leader.

Regardless of who is around you, you take initiative and rally. You promote awareness and you own your work, our mission, and this cause.

I am a problem solver, not a quitter.

You look at obstacles as opportunities to learn. You're quick on your feet and focus on the long game while spurring others on.

I see the big picture.

In addition to focusing on your role and assignments, you see how your role fits into the big picture, and you fill in the gaps as needed. You're eager to lend a hand, support others, and assist the team.

I am organized.

You will be working with different teams and programs. You take initiative and align everyone to a common vision, message, and goal. You stay on top of timelines ensuring all benchmarks are met.

We don't care about what fancy names or universities might be on your resume. Instead, we're looking for mission-driven people who love to serve with genuine hearts and give it their all.

If you said "YES!" to all these statements, then this position is for you!

Work Style and Compensation

This is a volunteer position, with a commitment of 6-8 hours per week. Work is done remotely, but regional in-person working sessions are encouraged as much as possible for accountability. Our team mainly resides in the NY/NJ and DC metropolitan regions. You will join your team meetings via video conferencing 2-3 times per month. You are required to attend monthly meetings, organizational video conferences (usually in the morning on the second Saturday of each month), all-day quarterly meetings in either the NY/NJ or DC metropolitan regions, and an annual one-week trip to India.

Please send your cover letter and resume to recruiting@goforefront.org