



Role Responsibilities and Agreement

Adopted by the Board on December 12th, 2019

DIRECTOR OF OPERATIONS

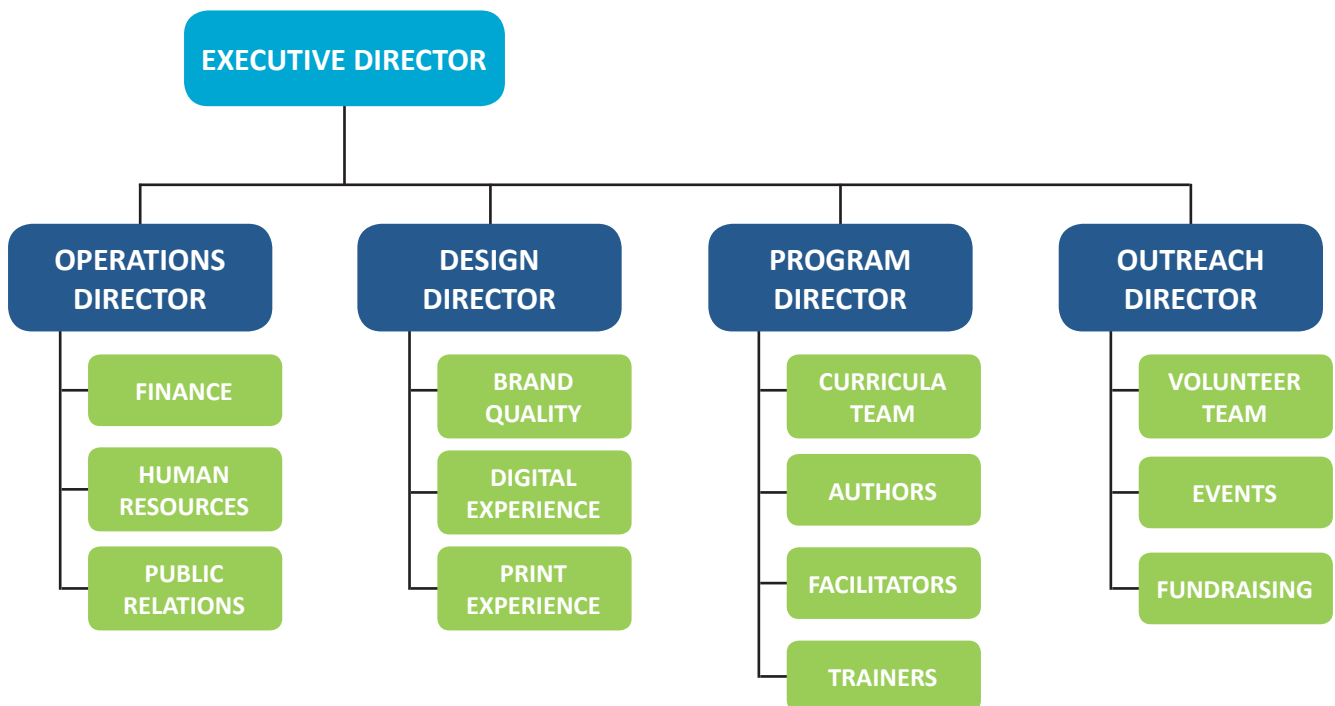
UN|HUSHED is a 501(c)3 organization that publishes comprehensive sexuality education curricula and other materials, trains professionals on how to use those materials, and supports a broader, more inclusive global dialogue about sex and sexuality.

MISSION

Breaking the social silence and stigma surrounding human sexuality.

MANAGING DIRECTORS STRUCTURE

UN|HUSHED Managing Directors lead our teams in innovation, motivation, and help to maintain our organizational values.



DIRECTOR OF OPERATIONS KEY REQUIREMENTS:

- Must be a full-time Austin, Texas resident
- Commitment to no less than 3 years in the position
- Bachelors degree preferred
- Excellent written/verbal communication skills
- Prior experience managing multiple projects simultaneously
- Analytical skills to evaluate data and make operational decisions
- Working knowledge of Quick Books software
- The ability to motivate sales staff and drive revenue

DIRECTOR OF OPERATIONS KEY RESPONSIBILITIES:

- Oversee manufacturing, purchasing, and sales
- Identifying and targeting areas in which the org can improve operation
- Monitoring revenue margins
- Overseeing employee productivity
- Researching and implementing new directives for business growth and prosperity
- Developing and implementing guidelines for employee evaluations, recruitment and promotion