Imagine for a moment, a world where every single person feels equal to another and every person feels a sense of belonging in their communities, places of work and among others.

At Disability Rights Oregon, this is more than just a dream. This is our mission. We envision a world in which people with disabilities have equal opportunity, full participation in our communities, and the ability to exercise meaningful choice. Every day, we strive to make Oregon a more welcoming place for people with disabilities.

Disability Rights Oregon is seeking a Director of Operations who thrives in a team environment and has the drive and determination to play a key role in nonprofit administration at Disability Rights Oregon.

The Director of Operations provides organizational leadership across Disability Rights Oregon’s internal operations, including grant administration, human resources, and office administration. The Director of Operations owns accountability for shared services and coordinates vendors that support DRO’s work. The Director of Operations works effectively with all staff, clearly communicates across the organization, is driven by results, and effectively project plans to ensure cross-organizational deadlines are met.

**What you can expect to accomplish:**

- Administer federal, state, and private foundation grants, including applications, reporting, and compliance assurance. Use Disability Rights Oregon’s client database to streamline reporting systems and find efficiencies.
- Provide leadership, oversight, and administration of office operations, information technology, Human Resources, and contractual services. Procurement and oversight of contractual services, including information technology, office space, copier equipment, interpretation, translation, human resources consulting, and other services as needed.
- Direct procedures and systems necessary to maintain proper records and to ensure adequate internal controls and services that maximize operational efficiency and general business operations.
- Oversee the administrative property management functions, to include, but not limited to, asset management, inventory management, preventive maintenance, capital improvement projects (if any), procurement, regulatory compliance, and quality assurance.
- Directly supervises Administrative Assistant, Social Security Program Manager, and other staff as assigned. Serves as a back-up for essential functions of the Administrative Assistant when the Administrative Assistant is sick or on vacation, including answering phones and processing mail when needed.
- Foster a positive, inclusive, and collaborative work culture that attracts, keeps, and motivates a diverse staff.
- Coordinate and attend Board of Director meetings, including taking minutes when needed by the Board.

**What we are looking for in an applicant:**

- Bachelor’s degree from a four year university. Master’s degree in nonprofit management or nonprofit
accounting, preferred, but equivalent experience will be considered.

- Five or more years’ experience in organizational operations or grant administration, including compliance and reporting. Experience at organizations with a budget of $1.5 million or more per year, preferred.
- Federally funded non-profit experience.
- Demonstrated ability to manage multiple competing demands on various timelines with successful outcomes.
- Experience supporting human resource functions within an organization. SHRM or PHR certification preferred.
- Lived or other demonstrated experience with people with disabilities, people living in poverty, or civil legal system, preferred.
- Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, word processing, presentation creation/editing, communicate by e-mail, use scheduling/calendar software, Google Apps, Microsoft Office Suite, and PC operating systems.

**What we offer [besides a rewarding job!]:**

- 35 hour workweek is full time at DRO, but as a leader sometimes more hours will be required to get the job done
- Flexible cafeteria benefit plan to use for employer sponsored Medical and Dental insurance
- 14 paid holidays including floating holidays
- Vacation time and paid sick leave
- Employer funded retirement account
- Cafeteria/flexible spending accounts
- Competitive compensation
- Employer paid life insurance, long-term disability insurance, and short-term disability insurance
- Malpractice insurance
- Paid association dues and professional development opportunities

**Where is this position located?**

We’re all working remotely right now due to COVID, but once our office reopens this position will be based in DRO’s main office in Portland, Oregon.

**Interested?**

We can’t wait to hear from you! For consideration, please email with your resume, list of three potential references and a cover letter with relevant experience attached to jobs@drolegon.org by Sunday, November 21, 2021.

Disability Rights Oregon is committed to creating a diverse workforce to strengthen our organization and is proud to be an Equal Opportunity Employer. The individual differences, life experiences, knowledge,
innovation, self-expression, and talent that our employees invest in their work helps shape the culture here at Disability Rights Oregon. We strive to have a workforce that represents the communities we serve.

We strongly encourage applicants of all backgrounds to apply. All employment decisions at Disability Rights Oregon are based on job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age (18 and over), veteran status, uniform service member status, unemployment status, sexual orientation, gender identity (including gender-related identity and gender expression), marital status, family status, or an individual having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking.

If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please apply.

Bargaining Unit Position:  No