



## **JOB POST**

### **Director of Administration**

Montgomery County Collaboration Council  
for  
Children, Youth, and Families

March 2021

#### **Position Summary:**

The Collaboration Council seeks a Director of Administration to serve on the Executive Leadership Team and oversee the administrative operations of the organization including contracts management, office management, human resources, Board of Directors and Board committee relationships, HRIS, and benefits administration.

The Director of Administration works closely with the Board of Directors and its ad hoc committees and serves as a liaison to the County Executive's Boards, Committees and Commissions and ensures compliance with that office. This position is responsible for contract administration in conjunction with members of the Leadership Team. The Director of Administration manages the HR function which includes recruitment, performance management, benefits administration, compensation, and professional development. This position supervises the Office Manager and a Project Coordinator.

Collaboration Council employees are culturally competent, passionate, accountable, capable, collaborative, compassionate, positive, and proactive. We strive to be persistent learners and effective communicators in all that we do. We are currently working virtually until further notice.

#### **Primary Responsibilities:**

- Meets with the Executive Leadership Team on an ongoing basis to discuss and strategize the program development, employee relations, funding and contract compliance, and general organizational issues.
- Works with the Leadership Team to increase the visibility and communications of the organization within the community.
- Ensure that all policies and procedures are adhered to by staff and board committees.
- Supports the Board, its standing committees and ad hoc committee meetings including scheduling, logistics, set-up, preparation of materials. Liaises with the Board and its committee chairs.

- Works in partnership with the Manager of Finance and Director of Programs to manage a contracts management and financial management reporting system. Ensures a process is in place to keep the Executive Director and program managers informed of contract status and requirements for renewals and request for proposals.
- Coordinates contracts administration, open solicitations, and requests for proposals procurement processes.
- Manages the Human Resources function which includes recruitment, performance management, benefits administration, compensation, and professional development.
- Works with the Finance Manager on the coordination and maintenance of the PayChex Flex HRIS.
- Manages the annual health and benefit renewal process, presents options to staff, and assists in the enrollment process.
- Manages and obtains employee retirement, health, dental, life and disability plan vendors in accordance with terms and policies established by the Executive Director and the Board.
- Responsible for keeping abreast of changes in federal and state laws impacting employment, benefit, and other organizational and compliance regulations.

**What the successful candidates will have:**

Experience and Education:

- BA/BS degree in Social Sciences, Nonprofit Management, Business Administration; or equivalent education and experience.
- 7-10 years of managing administrative functions and staff, preferably with non-profit organizations.
- 5+ years' experience working as a liaison with management and their boards and committees using discretion and confidentiality. Experience in scheduling Board and committee meetings and preparing Board packets and committee materials.
- Familiarity with human resources programs and compliance issues; experience with benefits administration preferred. SHRM certification desirable.

Skills and Abilities:

- Proficient in MS Office suite including Excel, Word; knowledge of PayChex, HRIS and Base Camp helpful.
- Excellent organization, communications, and editing skills.
- Ability to develop strong working relationships and manage multiple and diverse staff, board members, and strategic initiatives.
- Sound knowledge of compliance regulations with the non-profit sector.
- General knowledge of human resources policies and procedures.

**Apply:** Please send your resume and cover letter with salary requirements to [HR@collaborationcouncil.org](mailto:HR@collaborationcouncil.org) and reference Director of Administration

*The Montgomery County Collaboration Council is an equal opportunity employer which values diversity, equity, and inclusion.*