



Employment Opportunity

Position: Director of Operations

Location: Falmouth

Date Closed: February 7th, 2022 or until suitable candidate is found

The Maine Educational Center for the Deaf and Hard of Hearing and the Governor Baxter School for the Deaf (MECDHH/GBSD) is seeking a highly motivated, experienced Finance and Operations Director who possesses strong communication skills, proven leadership skills and organizational qualities to fill a full time, 260-day position of **Director of Operations**.

Primary Responsibilities

- Oversee the Accounting, Technology, and Maintenance Departments including planning, organizing, assigning, and directing the work activities of direct staff in order to facilitate attainment of department work goals and ensure consistent application of policies, procedures and guidelines
- Oversee the budget, financial forecasting, cash flow administration, and existing financial programs and services. This includes overseeing and leading the annual budgeting and planning process with the Executive Director and other Directors; administering and reviewing all financial plans and budgets; monitoring processes and changes; and keeping the senior leadership team abreast of the organization's financial status
- Attend weekly Leadership Team meetings and assist Executive Director to promote continuous improvement and meet the organization's goals.
- Assist in policy development for the school as a member of the Leadership Team to ensure coordinated accomplishment of objective and efficient utilization of resources
- Attend Board meetings and present information when requested by the Executive Director

Minimum Qualifications

- Bachelor's Degree in Accounting or Business Administration with concentration in management, finance or accounting
- Minimum of 10 years' of progressive accounting experience. School finance experience preferred. Human Resource experience a plus
- Minimum of 5 years' of supervisory experience
- Knowledge of facilities and technology management preferred
- Excellent written and verbal communication skills
- Ability to analyze problems, reach logical conclusions, and make sound decisions
- Such alternatives to the qualifications listed above as the Executive Director may find appropriate and acceptable

Benefits

A competitive salary and benefits package, including medical/dental insurance, Maine State Retirement, paid vacation/sick/personal time, and federal public loan forgiveness program, is offered.

For a complete job description and if interested in applying for this position, please click APPLY next to the **Director of Operations** listing on our Career Opportunities website page at: <https://www.mecdhh.org/professionals/career-opportunities>.

PLEASE NOTE: Employment CANNOT be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by Maine state statute.

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.