



## **JOB DESCRIPTION - OPERATIONAL DIRECTOR PROFILE**

### **About Business Angel Minority Association (baMa):**

baMa is a national association of Business Angels investing in early stage minority startups. Base in Houston with USA scope.

### **POSITION SUMMARY**

Direct and coordinates the internal structure of baMa based on organization policies, goals, and objectives to ensure an efficient working environment and that deadlines are met consistently. An operations director may be the one to suggest and outline these Responsibilities and Requirements.

### **ROLES RESPONSIBILITIES**

- Liaising with superior to make decisions for operational activities and set strategic goals
- Planning and monitoring the day-to-day running of baMa to ensure smooth progress
- Supervising staff from different departments and provide constructive feedback
- Identifies improvement areas and plans and implements systems to boost organization effectiveness
- Manage procurement processes and coordinate material and resources allocation
- Oversee members support processes and organize them to enhance members satisfaction
- Oversee relationships/agreements with external partners/organizations
- Evaluate overall performance by gathering, analyzing and interpreting data and metrics
- Prepares budgets, schedules, invoices and other organisational reports as needed

### **EDUCATION AND SKILL REQUIREMENTS**

- Proven experience as Director of Operations or equivalent position
- Excellent organizational and leadership abilities
- Superior knowledge of multiple operational functions and principles, including finance, customer service, and team management
- Masterful organizational, communication, and leadership skills, demonstrated by previous professional success
- Working knowledge of data analysis and performance/operation metrics