



Director of Operations

Jubilee Family Development Center – Lynchburg, VA

Full-Time | Reports to Executive Director

For over 25 years, Jubilee Family Development Center has served children and families in Lynchburg with educational enrichment, mentoring, and faith-informed community support. As we expand our STEM programming and facilities, we are seeking a Director of Operations to strengthen the internal systems that sustain our mission.

This is a senior leadership role focused on financial integrity, operational stability, HR administration, and facility oversight. The Director of Operations serves as the operational backbone of the organization, ensuring excellence behind the scenes so that our Executive Director and program leaders can focus on community impact. The position works closely with both the Executive Director and Programs Manager consulting on and shaping Jubilee policy and other important business decisions.

Key Responsibilities

Financial Oversight

- Supervise bookkeeping functions and ensure accurate A/P and A/R processes
- Prepare monthly financial reporting for Executive Director and Board Finance Committee
- Coordinate annual audit preparation
- Monitor cash flow, reserves, and grant-restricted funds
- Maintain internal financial controls

Grant & Compliance Management

- Oversee grant tracking and reporting infrastructure
- Ensure compliance documentation is organized and current

Human Resources Administration

- Manage hiring workflows and onboarding systems
- Administer employee benefits and personnel records
- Support performance review systems
- Maintain employment compliance

Facilities & Operational Systems

- Oversee facility maintenance and vendor coordination
- Support operational planning for capital expansion
- Document and strengthen organizational procedures

Board & Executive Support

- Prepare operational dashboards and reporting materials
- Track implementation of board directives

Qualifications

- 5+ years nonprofit operations, finance, or administrative leadership experience
- Working knowledge of nonprofit accounting practices
- Experience supervising staff
- Strong systems-building and organizational skills
- High integrity and discretion
- Ability to thrive in a faith-informed, community-centered environment

Compensation & Benefits

\$60,000–\$70,000 annually, commensurate with experience
Comprehensive benefits package

If you are a steady, disciplined leader who finds purpose in strengthening organizations that serve vulnerable families, we invite you to apply.

Submit resume, cover letter, and three references to:

Jubilee Personnel Committee: **1512 Florida Avenue, Lynchburg, VA 24501-4112**

e-mail:swilder@jubileefamily.org