



Tennessee Disability Coalition

Title: Director of Operations

Immediate Supervisor: Executive Director

Full-Time/M-F

Salary: \$70,000-\$75,000 annually

Location: Position emphasizes working onsite from Nashville, TN office, with room for flexible scheduling

About Tennessee Disability Coalition:

The TN Disability Coalition is a thirty+ year old non-profit working to create a society that values, supports and includes people with disabilities. We are a passionate, mission-driven team of professionals across the state of Tennessee. Many of us have lived experience with disability. About half of us work remotely and half work flexible schedules based in the office in Nashville, TN. We are a membership-based organization. Our members include 40+ organizations and a handful of individuals who align with our mission and who work with us to effect change.

Job Description:

The Director of Operations position is a new role that will have minimal supervisory duties, but a large role in communicating with and supporting our team and our membership. We are seeking someone with operations and human resources experience who also wants to manage the onsite hub, our building in East Nashville, to support the work we do.

Qualifications:

- Must align with our values as a mission-driven nonprofit
- Must have an understanding of the nonprofit sector and organizational management
- Must have strong communication skills and the ability to represent the Coalition to partners
- Must have human resources experience
- Must have the ability to handle a variety of assignments within a given timeframe and with minimal supervision
- Must have the ability to interact effectively with individuals from diverse backgrounds and cultural traditions
- Experience with disability, a plus

Operations Duties:



- Assess operational needs of the organization, develop, manage and evaluate Coalition operations plans including organizational goals and objectives
- Build organizational and staff capacity, developing the workforce and processes to ensure that the organization runs smoothly
- Seek tools, as needed, to support operations and process improvement
- Lead organizational and individual membership recruitment, engagement, renewal processes
- Support board member relations, communications and engagement
- Represent the organization to external constituencies
- Support grant management
- Oversee event planning
- Work collaboratively as part of the leadership team on activities/issues that cross supervisory lines
- Supervise administrative assistant and coordinate administrative activities
- Responsible for operations of the 955 Woodland St Building and 2115 Yeaman Pl Condominium in Nashville including:
 - Monitoring facility and equipment needs
 - Coordinating vendors, contractors and renters

Financial Management Duties:

- Assist the Executive Director in monitoring the annual budget in accordance with operations plans and evaluate progress against goals for the organization
- Work alongside the Executive Director in development and management of contracts with funders, partners and vendors
- Liaise with external financial management agency relative to accounts payable, receivable and deposits

Human Resources Duties:

- Support and advance positive workplace culture, staff engagement, diversity, equity, inclusion and belonging
- Administer employee benefits
- Manage relationships with benefits vendors and online or software-based vendor interfaces
- Lead the development and coordination of HR policy, procedures and initiatives and prepare related documentation and internal communications
- Support employee performance documentation and review processes
- Support staff-wide and individual professional development planning
- Maintain up-to-date personnel information and files
- Participate in the investigation and resolution of HR issues



- Coordinate and monitor the recruitment, hiring and on-boarding process and separation process for positions at the Tennessee Disability Coalition
- Participate in disciplinary and termination meetings, as needed

Position benefits:

The TN Disability Coalition covers 100% of the premiums for full-time employees to enroll in one of two employer-sponsored health plans, a dental plan, basic life policy and short-term disability policy. Full-time employees have supplemental health insurance options, a health savings account, health care flexible spending account and dependent care flexible spending account options.

Mutual of America provides the Coalition's employer sponsored 403(b) Retirement Plan. The Coalition matches the amount our employees contribute to the plan dollar for dollar up to 6% of employee salary after the employee has been with the Coalition for one year.

The Coalition observes 10 designated holidays each year. Paid time off (PTO) accrues per pay period (semi-monthly). Annual PTO earning for full time employees who have been employed 0-5 years is 18 days and increases with tenure to a maximum of 32 days per year. Flexible scheduling is permitted.

Contact Information and Procedure:

All applications (cover letter, resume and work sample) must be submitted via email to hr@tndisability.org

A work sample can be any format. Examples include but are not limited to: written material such as a brochure or blog post, graphic material such as a social media post or infographic, a project plan you developed for a work or volunteer project, a video or audio interview you provided, etc.

Non-discrimination policy:

The Tennessee Disability Coalition is committed to providing equal opportunities to volunteers, employees, applicants for employment and those seeking our services, consistent with Title VI of the Civil Rights Act of 1964. No person will be discriminated against because of race, religion, creed, color, sex, age, genetic information, national origin, sexual orientation, gender identity, veteran status, disability or Limited English Proficiency (LEP). The Coalition requires that each employee adhere to the same standard of non-discrimination. Each employee is required to have a signed Non-Discrimination Policy statement on file.

In compliance with the American Disabilities Act, the Tennessee Disability Coalition will provide reasonable accommodations to qualified individuals with disabilities. We



encourage both prospective employees and incumbents to discuss potential accommodations.