



Director of Operations

Location: New York, NY

Position Type: Full-time, beginning winter 2015

Organizational Overview

The extreme disparity in health outcomes and access to healthcare that exists today between the world's rich and the world's poor is unjust and unsustainable. To change this unacceptable status quo will require a new generation of leaders with diverse skills and backgrounds. Emerging leaders need opportunities to build their skillsets and build meaningful connections with other young leaders who share a vision for transformative change.

Global Health Corps is mobilizing a global community of emerging leaders to build the movement for health equity. We do this by providing yearlong paid fellowship opportunities to talented young leaders. During their fellowship years, GHC fellows serve in positions of impact within outstanding healthcare organizations in the US and sub-Saharan Africa. They also engage in intensive training, professional development opportunities, mentorship and thoughtful community-building.

Fellows work in teams of 2—one international fellow and one in-country fellow—on a wide range of projects that improve healthcare access and health outcomes for the poor. Working at for-profit, non-profit, and governmental health organizations, fellows have built financial management systems for grassroots HIV organizations in Uganda, counseled homeless teenagers in New Jersey, supported district pharmacies in Rwanda in rolling out new supply chain management tools, and conducted policy research in Washington DC.

The Candidate

Global Health Corps is seeking an exceptionally well-organized, execution-minded professional to join our small, entrepreneurial team in the winter of 2015. Global Health Corps has grown very rapidly over the past five years, and needs a Director of Operations to join the team and revise several key organizational systems to support significantly-expanded global operations. Reporting directly to the Vice President of Operations, the ideal candidate will thrive in an informal, fast-paced, start-up environment and will bring a solution-oriented, client service mindset. S/he will also demonstrate excellent attention to detail and enjoy working collaboratively across varied cultures and time-zones.

The Work

Global Health Corps is an organization focused on learning, continual reflection and improvement, and growing in smart, sustainable ways. The Director of Operations will fill a pivotal role in a close-knit, multi-cultural and dynamic team. The Director will supervise 3-4 staff including several Operations Associates and a Finance and Contracts Manager. The Director will work with these junior staff to oversee the following areas:

- Finances including a switch from Quickbooks Online to a new, more sophisticated fiscal management system
- Agreements with organizations hosting fellows (i.e. placement partners)

- Annual audit and development of Financial Statements
- Organizational purchasing and vendor relationships
- Fellow recruitment and selection
- Fellow and staff safety and security
- Fellow housing and living supplies (furniture, utilities...)
- Fellow and staff health insurance
- Fellow visas and work permits

The Director will also lead the following efforts working with external consultants:

- A project to revamp the back-end of Global Health Corps' website from an outdated Wordpress site to a new platform that is secure, scalable and flexible.
- An effort to upgrade Global Health Corps IT infrastructure including network capabilities in offices, long distance calling resources and the development of a knowledge management system and tools

Qualifications

- Minimum 5-7 years work experience in a global matrix organization
- Experience leading and empowering dynamic teams and developing early-career professionals
- Experience leading teams through a budgeting process, developing budget projections, overseeing expense management processes
- Very strong organizational and time-management skills
- Top-notch attention to detail
- Tech savviness and interest in new technologies; ability to use Google tools, Dropbox and other online platforms to streamline work
- Interest in global health, social justice and service programs
- Previous experience with Salesforce or similar database systems a plus
- Previous experience in a small entrepreneurial environment a plus

How to Apply

To apply, please submit resume and cover letter to apply@ghcorps.org. Please indicate Director of Operations in the email subject. Feel free to submit any other writing or work sample that will help us get to know you better.

Thank you for applying!

-The GHC Team