

## **Director of Operations, James Randi Educational Foundation**

### **About The James Randi Educational Foundation**

The James Randi Educational Foundation (JREF) was established in 1996 as a non-profit 501(c)3 organization. Its mission is to promote critical thinking by reaching out to the public and media with reliable information about supernatural and pseudo-scientific claims, and testing such claims. Among other programs, the JREF maintains a \$1 million prize for anyone who can scientifically prove a claim of the paranormal.

JREF is located in Fort Lauderdale, Florida and has a 6-person staff. Financial support comes from contributions, foundation and corporate grants, special events, membership dues and merchandise sales.

For more information please see <http://www.randi.org>

### **Position Summary**

The Director of Operations is the manager of day-to-day operations for the JREF. The Director of Operations reports to the President in cooperation with the Chairman of the Board, and is responsible for the organization's consistent achievement of its mission, goals and financial objectives. The Director of Operations also serves as Functional Manager for all employees, Event Manager for Special Events, and Member Relationship Manager.

A dynamic self-starter, the Director of Operations will have the ability to communicate vision and mission to lead and develop staff, as well as interact with the public in a professional manner. Strong interpersonal skills and excellence in oral and written communications are critical, as the new Director of Operations will be responsible for working with a broad spectrum of constituencies.

### **Key Responsibilities**

- Provide leadership in developing program, organizational and financial plans with the President and staff, and carry out plans and policies authorized by the President.
- Strategic planning, staff management, event management, financial oversight, and budgeting
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Direct daily administrative operations to ensure effective delivery of services.
- Work with the President to establish administrative priorities and implement them with independent leadership.

- Participate in JREF's fundraising and development efforts.
- Assure that the organization makes consistent and timely progress toward achieving its goals.

### **Qualifications**

- Experience in Administrative Operations or Project Management is required, including finance/budgeting, staff management, program management, and operations.
- Ability to effectively manage and prioritize multiple projects and individuals.
- Excellent organizational and research skills.
- Strong interpersonal and team-building skills, written and oral presentation skills.
- Computer literacy with database skills.
- Non-profit or social enterprise experience is a plus.
- This position will require travel.

### **Compensation**

Negotiable, depending on experience.

### **Application Process**

Interested applicants should submit their resume and cover letter describing qualifications and interest in the position to [philplait@randi.org](mailto:philplait@randi.org).