

Director of Operations - Full-Time



ABOUT CREDC

As Washington State's recognized Associate Development Organization for Clark County, CREDC unites 150 private and public sector partners dedicated to advancing regional economic vitality through business growth and innovation.

The CREDC team is a dynamic group of collaborative economic development practitioners working together to accomplish a common vision:

*Our vision is for Clark County to be recognized as one of the **most inclusive, healthy and amenity-rich communities in the country**. As a result, and with a continued **focus on growing a diverse base of community-minded employers**, talent (both inside and outside the region) sees greater opportunity here than anywhere else in the country.*

Position:	Director of Operations
Salary Range:	\$80,000 - \$105,000
Organization:	Columbia River Economic Development Council
Location:	Vancouver, WA

POSITION DESCRIPTION & PRIMARY DUTIES

Overview:

Columbia River Economic Development Council is seeking a detail-oriented and solutions-driven professional to join our team as Director of Operations. This leadership role is responsible for ensuring delivery of internal operations including board meeting activation, services contract negotiation, streamlined administrative processes and authorizations such as timekeeping, human resources approvals, and CRM management; nonprofit registration, annual reporting, and compliance; vendor contract negotiation, and reporting on program delivery. The Director of Operations will help strengthen the organization's infrastructure, drive efficiency, and enable cross-functional teams to achieve our mission of driving economic growth and inclusive economic development. As part of your work, we will expect you to use and drive optimal performance through our web-enabled CRM. We love it and hope you will too!

Responsibilities:

- Organizational Operations and Administration:**
 - Oversee the organization's day-to-day operations, ensuring efficient coordination across departments and consistent implementation of internal policies.
 - Lead administrative systems including office management, technology tools, data systems, and record-keeping practices, registrations and certifications such that CREDC is a model of nonprofit compliance.

- Operationalize interactions with the board, through scheduling templated agendas, and communications contract management.
- Support CREDC CEO, staff, and board with seamless communication.

2. Program and Project Management:

- Manage the execution of internal programs and special initiatives to ensure alignment with organizational goals, timelines, and performance metrics.
- Develop standardized workflows and documentation practices to support program efficiency and continuity.

3. Contract Implementation and Compliance:

- Lead the operational rollout and management of grant-funded or strategic contracts, ensuring timely deliverables, fiscal compliance, and performance monitoring, and providing context for invoicing by Financial Specialist.
- Maintain detailed tracking systems for reporting and partner communication related to contract terms.

4. Finance, Budget, and Resource Allocation:

- Support budget development and financial oversight in partnership with the Finance Specialist and Finance Committee.
- Monitor operational expenditures and assist with vendor selection and contract negotiation.

5. Human Resources and Organizational Development:

- Oversee core HR functions including onboarding, administrative policies, and employee systems in collaboration with leadership and external HR consultants.
- Foster a supportive and inclusive team environment, encouraging process improvements and staff development.

6. Operational Strategy and Internal Improvement:

- Ensure alignment and high-caliber delivery of CREDC events and audiences, internal and external, with organized support from the team.
- Ensure organizational practices comply with nonprofit standards, relevant laws, and grantor requirements.

7. Contract Execution:

- Successfully renew/renegeotiate active contracts, achieving 100% on-time and compliant deliverables.

Qualifications:

Bachelor's degree in Business Administration, Nonprofit Management, Public Administration, or a related field. Minimum of 7 years of experience in operations, administration, or program management. Demonstrated success in managing internal operations, systems development, and multi-stakeholder contract implementation. Strong organizational, analytical, and communication skills. Proficiency with cloud-based project management, financial tracking, and administrative tools.

How to Apply:

Submit your resume, a cover letter, and 1–2 examples of relevant work or operational tools you've developed to info@credc.org. Please include "Director of Operations Application" in the subject line.

CREDC is an equal opportunity employer and values a diverse and inclusive workplace. We encourage candidates from all backgrounds to apply.

ADDITIONAL REQUIREMENTS

- A valid driver's license
- Properly licensed and insured automobile, available for use during work hours and occasional evenings
- Some flexibility of schedule to include occasional night meetings and periodic domestic/international travel