



Director of Operations- Healthy Kids Running Series

Our vision is to become an international, inclusive, fun youth running program, led by dedicated local coordinators, where all kids celebrate their success and develop an active, healthy lifestyle.

Today, our mission is to engage communities and families by providing an inclusive youth running experience, inspiring kids to believe in themselves and lead an active, healthy lifestyle.

Since 2009, HKRS has served over 500 towns in 41 states, and helped more than 300,000 runners ages 2-14 adopt a “Get Up and Go” mindset.

General Responsibilities

The Director of Operations serves as a second in command of Healthy Kids Running Series, and is responsible for the Healthy Kids Running Series' daily operations and management.

The Director of Operations manages financial objectives by overseeing the organization's administration, programs, and strategic plan. Other essential day-to-day operational duties include human resources, strategic planning and implementation, and maintaining vendor relationships. The position reports directly to the Executive Director.

Specific Duties

- Human Resources: Recruiting, onboarding, benefits administration, offboarding, legal/contracts
- Finance: Accounts payable, receivable, annual budgets, reporting
- Supply Chain: Ordering, vendor relations, cost reduction, HKRS online store
- Information Technology: Hardware, proprietary software, overseeing technology strategy, data analysis and reporting
- Communications: Managing vendors for marketing, digital media, data management, overseeing executables
- General
 - Ensure that company policies are followed
 - Optimize business workflows
 - Create new company policies and processes
 - Create a sustainable supply chain
 - Reduce costs and increase efficiency
 - Monitor employee production and satisfaction
 - Set team and individual goals



Ideal Characteristics

- Energetic, diligent, process-oriented, detailed, and organized
- Results driven with excellent communication skills
- Great planning and project management skills
- Ability to identify weaknesses and improve efficiency
- Experience managing people and teams
- Ability to work in a fast-paced environment
- Expert proficiency in Google workspace
- Excitement to work for a growing organization that's making an impact for thousands of kids around the country

Minimum Qualifications

- Bachelor's Degree
- 7-10 years of experience in operations, office management, finance, human resources, supply chain management, or other related field
- Must be willing to undergo a background check

How To Apply

- Submit a letter and cover letter outlining how your experiences match what we are looking for to dawn@healthykidsrunningseries.org. Applications without a cover letter will not be considered.

