**Job Description: Operations Director of the Kentucky Diabetes Network (KDN)**

Reports to: KDN Executive Director

Status: 5-10 hours per week with additional hours in Fall with Diabetes Symposium planning

**Overview:**
The Kentucky Diabetes Network is a mission-driven nonprofit committed to a statewide diabetes coalition to increase diabetes awareness and activities that will help people with or at risk for diabetes. We are seeking a detail-oriented and proactive Operations assistant to support the daily operations of our organization. This role is essential to ensuring the smooth functioning of our events and supporting program staff, leadership, and other stakeholders.

**Key Responsibilities:**

* Provide general administrative support, including managing calendars, scheduling meetings, and coordinating communications.
* Maintain organized records systems (physical and digital).
* Assist with the preparation of reports, presentations, and meeting materials, including transcribing meeting minutes.
* Support event planning and logistics for internal and external events
* Handle basic bookkeeping tasks such as invoice processing, expense tracking, and donation recording
* Respond to general inquiries via phone, email, or in person, and directing to appropriate leadership as needed
* Maintain confidentiality and uphold a professional, positive image of the organization

**GENERAL SUMMARY:** Supports KDN affairs, programs and activities by performing the following duties personally or through subordinates. In partnership with the appropriate Board Committees, the Operations director is responsible for providing support to the development, implementation, establishment, and evaluation of all KDN programs and campaigns. The ideal candidate will help organize and execute general operations, policies and procedures. They will also be directly involved in public relations, fundraising and budgetary oversight.

 The Operations Director is accountable to the Executive director for stewardship of the Mission Statement and the integrity of its goals.

**DUTIES AND RESPONSIBILITIES**

**Program Functions**

* Assist leadership with planning and logistics for quarterly meetings (e.g., notices, venue, agenda, minutes, attendance, lunch, evaluation).
* Manage logistics for in-person and virtual events.
* Organize and document monthly leadership conference calls; follow up on decisions.
* Assist with statewide November Diabetes Month activities and develop distribution materials.
* Support annual goal-setting and reporting with KDN workgroup chairs.
* Collaborate regularly with KDPCP staff and KDN liaison.
* Develop and publish the quarterly *Kentucky Diabetes Connection* newsletter.
* Manage program-related accounts; mail chimp, Zoom, and various social media accounts.

**Community Outreach**

* Maintain and update KDN website in coordination with webmaster; possibly serve as webmaster.
* Take minutes at monthly website committee meetings and track decisions.
* Review website content for accuracy and consistency.
* Support Diabetes Day at the Capitol and assist in event coordination.
* Monitor and respond to email and social media inquiries (Facebook, LinkedIn, Gmail).

**Board Relations**

* Coordinate Board of Directors meetings, minutes, and communications.
* Support board development, communications, and strategic planning.
* Ensure implementation of board policies and oversight.

**Membership**

* Support KDN members and leadership team at events and virtual/in-person meetings.
* Assist with planning and execution of meetings (venue, sponsors, presenters, refreshments).
* Assist with recruiting new members and collaborators aligned with diabetes initiatives.

**Fundraising**

* Ensure prompt acknowledgment of all donations (financial and in-kind).

**Fiscal Services & Administration**

* Maintain records, reporting, and fundraising in compliance with board policies and legal requirements.
* Prepare financial reports in collaboration with the treasurer.

**Education and/or Experience:**

* Bachelor’s Degree in a related field (or equivalent related experience).
* Minimum of five years management level or above experience in Non-Profit administration preferred.
* Previous experience working effectively with a diverse group of staff and volunteers.
* Experience compiling/monitoring and meeting budgets.
* Computer proficiency including word processing, spreadsheet and database software.
* Experience with communication, social media and website administration
* **Qualifications:**
* 2+ years of administrative experience, preferably in a nonprofit or mission-driven environment
* Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace
* Experience with Website administration and virtual meeting platforms a plus
* Experience working with and guiding volunteers.

**Competencies and Abilities:**

* Demonstrated problem-solving and decision-making skills.
* Self-motivated.
* Ability to collaborate
* Excellent interpersonal skills with the ability to relate to people of diverse backgrounds.
* Strong organizational skills with the ability to handle multiple and diverse tasks.
* Dependable, excellent judgment and demonstrated ability to operate in flexible, team-oriented environment.
* Excellent verbal and written communication skills.
* Ability to work in fast paced and dynamic situations with often changing needs.

Interested candidates should forward inquiries and resume documents to our board chair; Dr. **Sriprakash Mokshagundam at** **<sriprakash.mokshagundam@louisville.edu****>**