

Director of Workflow Operations


Greater Washington Partnership (the Partnership) is a cross-sector alliance of leading employers in Maryland, Virginia, and the District of Columbia committed to championing the region's economic growth and prosperity.

The Partnership is seeking a dynamic and strategic leader to fill the role of Director of Workflow Operations. This role will be responsible for ensuring the efficient operation of scheduling functions for the CEO and Executive Vice President while prioritizing the overall workflow efficiency across all bodies of work within the organization. This role requires a proactive, detail-oriented individual with excellent written and organizational skills and the ability to manage multiple priorities in a fast-paced environment. The successful candidate will ensure seamless daily operations, enabling the executive team to focus on strategic initiatives and organizational goals.

Core Responsibilities

- *Workflow Management:* Oversee and optimize the workflow processes across all departments to ensure efficient and timely completion of tasks and projects.
- *Scheduling Oversight:* Manage the complex schedules of the CEO and Executive Vice President, ensuring alignment with organizational priorities and efficient use of their time. This may include overseeing an executive assistant responsible for scheduling and administrative tasks.
- *Operational Coordination:* Coordinate with various teams and departments to ensure the smooth operation of projects and initiatives, removing bottlenecks and ensuring deadlines are met.
- *Process Improvement:* Develop and implement systems and processes to enhance workflow efficiency and productivity organization wide.
- *Communication Facilitation:* Serve as a liaison between the executive team and internal/external stakeholders, ensuring clear and timely communication.
- *Resource Allocation:* Assist in the allocation and prioritization of resources to ensure the successful execution of organizational objectives.
- *Project Management:* Oversee special projects and initiatives as directed by the CEO and Executive Vice President, ensuring they are completed on time and within scope.
- *Confidentiality:* Maintain the highest level of confidentiality and discretion in handling sensitive information.

Qualifications

- Bachelor's degree in business administration, management, or a related field.
 - Minimum of 7-10 years of experience in workflow management, operations, or project management, preferably in a high-paced, dynamic environment.
 - Exceptional organizational and time management skills with a keen attention to detail.
 - Strong interpersonal and communication skills, both written and verbal.
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- Ability to work independently and handle multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other productivity tools.
- Demonstrated ability to build strong relationships with internal and external stakeholders.
- High level of professionalism, integrity, and discretion.
- Experience in a non-profit or civic organization is a plus.

Who We Are

The Partnership is a nonprofit alliance of influential and leading employers in Maryland, Virginia and Washington, DC. Together, we identify shared challenges and leverage our collective experience, resources and assets to offer solutions in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our vision is to make the entire region, from Baltimore to Richmond, vibrant, economically competitive, prosperous – uplifting it as the best place to live, work and build a business. The Partnership is a 501(c)(3) organization. Our office is in Washington, DC just south of Dupont Circle and is Metro-accessible.

What We Offer

We offer a comprehensive benefits package as follows:

- Hybrid work environment, in the office on Tuesdays and Thursdays (*subject to change number of days and days of the week*)
- Robust time off plan – 15 days
- Eleven paid holidays
- Summer half-day Fridays
- Week off between Christmas and New Year's
- Health, dental and vision insurance paid up to 90% for employees, up to 50% for dependents
- 401(k) plan with up to 5% employer match, starting your first day of employment
- Professional development stipend up to \$800 per year
- Monthly cell phone stipend of \$60 per month

The salary range for this position is \$115,000 - \$130,000 per year.

To Apply

If you are interested in joining the team at the Partnership, please submit your resume and cover letter to OpsJobs@greaterwashingtonpartnership.com with “Director of Workflow Operations” in the subject line.

At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an



equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.

