



THE WREN COLLECTIVE

Hiring: Senior Director of Operations

The Wren Collective seeks a Senior Director of Operations. Wren is a non-profit that works to implement public health solutions that build up healthy communities and shrink the system of mass incarceration that has devastated them. We are looking for an individual who can help manage our rapidly growing portfolio of projects, assist with budgeting and finance, and support the important substantive work Wren performs. **This job announcement is for an experienced manager of projects and teams. This individual will be responsible for organizational operations and will work collaboratively with the Wren principals, who drive the substance and strategy of the projects.**

The Wren Collective is a family-first organization that values action and risk-taking, research and evidence over instinct, and quality over egos. We are collaborative and we do not shy away from challenges or discomfort. We are unafraid to try new things and are willing to pivot away from entrenched, ineffective tactics to meet our North Star of building up healthy communities and ending our devastating reliance on incarceration. Read more about Wren's work [here](#).

Specifically, the Senior Director of Operations will engage in:

Project Execution:

- Collaborate with and report to the Executive Director to outline the approach to each project
- Collaborate with the Executive Director and each Project Team Lead to draft project plans for work, including clarifying roles, defining outcomes, developing timelines, benchmarks, and deliverables, and clarifying the research approach
- Maintain and effectuate the process for transparent updates to support the team's execution
- Anticipate and manage capacity constraints to ensure timely delivery of work
- Manage budget for major projects with travel and other expenses

Organizational Operations:

- Document organizational practices and procedures
- Support recruiting, hiring, and onboarding of new team members

- Structure and help plan staff training
- Support financial reporting and planning
- Aid with a potential organizational spin-off into an independent 501(c)(3)
- Promote an inclusive work environment and model inclusive behaviors
- Help to collect staff feedback and deliver feedback to staff

Research, Communication, Strategy Work (40%)

- Work on several Wren substantive projects

Desired Skills/Experience

- 7+ years of work experience
- 3+ years of project management experience, including projects with multiple external partners and peer-led teams
- Highly organized and can work autonomously in an early organizational environment
- Affinity for managing projects from start to finish
- Excellent management skills, including experience managing remote teams and adapting to the attendant complex office culture
- Experience supporting an inclusive culture and a diverse team
- Experience building workflow structures
- Criminal justice experience, with a preference for experience in indigent defense
- JD Preferred
- Experience developing financial models and scenario plans for start-up organizations
- Proven ability to manage operations, including budgets, campaigns, and/or programs.
- Flexibility to adjust to changing priorities, work environments, and technologies
- Eager to roll up their sleeves and execute while understanding how their work fits into the bigger picture
- Outstanding interpersonal and communication skills, both written and verbal
- Familiarity with tools regularly used in a remote environment, including Asana, Slack, Excel, and Google Drive/Google Docs
- Ability and willingness to travel

Salary ranges from \$120,000-\$150,000, depending on experience and qualifications. We also offer health insurance, a retirement plan, 5 weeks of paid time off each year plus federal holidays, fully remote work, and flexible hours.

To apply, please submit a resume and cover letter to: info@wrencollective.com.
Applications will be considered on a rolling basis, but preference will be given to those submitted by May 24th.