



<b>Job Title:</b>	Strategic Operations Manager	<b>Job Category:</b>	Manager
<b>Location:</b>	Lawton, OK	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	Full-Time
<b>Date Posted:</b>	05/24/2023	<b>Posting Expires</b>	06/31/2023

**Applications Sent To:**

**EMAIL:**  
info@thefista.com

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Strategic Operations Manager will be responsible for developing and leading the operational strategy for the company under the President & CEOs guidance. This role will work closely with the Executive Director and/or President & CEO to align the company’s operational goals with the overall business strategy. The Strategic Operations Manager will be responsible for business development, developing and managing budgets, overseeing the company’s day-to-day operations, and leading process improvement initiatives. The role will also be responsible for developing and managing relationships with key vendors, clients, trustees, and other prospects. The ideal candidate will have a minimum of 5 years of experience in a similar role, with a proven track record of developing and executing operational strategies.

**JOB DUTIES**

- Develop and oversee operational processes and procedures to ensure they are aligned with the company’s strategic objectives.
- Evaluate current processes and make recommendations for improvements.
- Work closely with other departments to develop and implement new strategies and processes.
- Manage and motivate a team of operations staff, providing guidance and support as needed.
- Prepare reports and presentations on operational activity for the Executive Director and Trustees
- Implement new technologies and systems to streamline operations.
- Manage database for operational activity.
- Ensure compliance with all relevant laws, regulations, and standards.
- Develop O& Secure new partners through Business Development initiatives.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor’s degree in business, operations management, or related field
- 10+ years’ experience in an operations management role
- Proven track record of developing and implementing successful operational strategies.
- Excellent leadership, communication, and interpersonal skills
- Strong analytical and problem-solving ability
- Highly organized and excellent time-management skills.

**PREFERRED SKILLS**

- MBA or other advanced degree
- Familiarity with Military and Government technology