



Black Belt Community Foundation

Operations Manager Job Announcement

Updated 9/9/2025

Title: Operations Manager, Head Start Program

Location: All Locations

Reports To: Director, Head Start Program (80%), dotted-line to Chief Operating Officer (20%)

FLSA Status: Exempt

Mission: To forge a collective stream of giving from the community and other sources so the people of the Black Belt can enhance their efforts to lift themselves by taking what they have to make what they need.

Job Summary: The Operations Manager oversees all Head Start physical sites, storage units, and administrative offices, including facility operations, maintenance, transportation fleet, and safety compliance. This role supervises bus drivers, custodians, and maintenance technicians, ensuring compliance with Head Start standards and applicable laws.

Key Responsibilities:

- **Facility Operations:** Ensure all centers, storage units, and offices meet state, federal, and Head Start standards; oversee insurance, audits, asset management, transportation fleet, maintenance, and safety compliance; manage contracts, renovations, and disaster preparedness.
- **Administrative & Management:** Supervise operations staff (bus drivers, custodians, maintenance technicians); approve timecards; coordinate with fiscal and executive leadership to ensure asset protection and regulatory compliance; manage supply purchasing, permits, and vendor relationships.
- **Safety & Compliance:** Maintain current licenses and permits; ensure all buildings pass inspections and maintain occupancy permits; oversee HVAC, security, and alarm systems; coordinate emergency drills and disaster preparedness activities.

Qualifications: College degree preferred in a related field; minimum 3–5 years of operations management (educational/nonprofit preferred). Fleet management and transportation coordination experience a plus. Strong leadership and supervisory skills with knowledge of safety regulations for educational facilities. CDL with “S” endorsement (or ability to obtain). Must pass state, FBI, child abuse/neglect registry, and sex offender registry checks; maintain clean driving record, TB test, and physical requirements including lifting up to 50 pounds.

Physical Demands & Working Conditions: Ability to lift, carry, and move equipment up to 50 pounds; extended periods of standing, walking, bending, or climbing stairs during inspections. Work primarily on-site across multiple locations; may require evenings/weekends for urgent operational issues.

How to Apply: Submit cover letter and resume to HR@blackbeltfound.org or complete an application.

We are an equal opportunity employer committed to a diverse and healthy workplace.