



Senior Manager – Chore Services

Job Title: Senior Manager – Chore Services
Classification: Exempt
Location: Waite Park
Reports To: Director of Divisions | Executive Director
Pay Rate: \$55,000 plus benefits

Summary:

Reporting to the Director of Divisions and serving as an integral member of the management team. The Senior Manager – Chore Services will be responsible for maintaining ConnectAbility of MN's Chore Services team and contributing to the development of the organization's strategic goals. In addition to the strategic components, the Senior Manager- Chore Services will be charged with upholding the and implementing policies and procedures in the Chore Services Division.

This is an outstanding opportunity for a manager with operational experience and a proven track record of creative problem-solving and change management to join a mission-driven organization. This is not an on-the-job training position. Candidates are expected to have previous proven management skills.

Responsibilities:

Chore Services Division

- Support the Chore Services team through training, team issues management, instilling our culture and values, implementing the processes and procedures of the organization and the division.
- Maintain services through the Chore Services Division
- Cover team member's calendar, calls, and appointments if they are out of office
- Work directly with the leadership team in developing processes and polices for the organization and the division.
- Conduct weekly and quarterly ConnectVersations with Division team members
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Operations

- Instill the core values and culture to all team members
- Step in and assist the operations of the organization wherever needed
- Actively participate in the weekly Level 10 meetings, day quarterly meetings, and 2 day annual meetings
- Actively participate the the annual Blue Sky day
- Facilitate billing information to team members and work directly with Billing Division and Finance Division.

Other Requirements:

- Strategic planning ability and critical thinking skills
- Analysis and forecasting
- Ability to successfully organize and prioritize tasks to meet goals and solve problems and generate creative solutions
- Ability to function independently within established guidelines
- Computer skills, including proficiency in Microsoft Office Suite, Salesforce, MN-ITS
- Represent ConnectAbility of MN at various networking events
- Participate in events and fundraisers

Qualifications:

- Management degree or minimum 2 years' experience in a managerial role
- Proven record of accomplishment of success facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills
- Entrepreneurial team player who can multitask
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives
- Exceptional written, oral, interpersonal and presentation skills
- The ability to effectively interface with executive leadership team

- **Benefits:**

- 10 days PTO
- 8 hours community volunteering or school functions
- Flexible scheduling/ in office and remote
- Benefits package
- Monthly Wellness activities
- Community networking involvement
- Telehealth
- 10 holi-dates of paid time off

Apply:

- Send Resume to TeamSupport@ConnectAbilityMN.org
- Call 320.253.0765 to request an interview