

**STARRY, INC.**  
Position Description  
**SENIOR DIRECTOR OF BUSINESS ADMINISTRATION**

**POSITION ASSIGNMENT**

Position Title: Senior Director of Business Administration  
Company: STARRY  
Status: Exempt, Full-Time  
Location: Remote with some travel  
Reports to: Executive Liaison/CEO

**STARRY Vision:** We envision a Texas where every child has a healthy, forever family

**STARRY Mission:** We nurture children, strengthen families, and restore hope through counseling, fatherhood, and family preservation services.

**STARRY Core Values**

<b>S</b> Service	World-class service is our passion.
<b>T</b> Together	We are stronger together.
<b>A</b> Access	Everyone is welcome here.
<b>R</b> Responsibility	Shared ownership produces successful outcomes.
<b>R</b> Relationships	Healing happens when people feel safe, secure and loved.
<b>Y</b> You	Our clients, community, stakeholders and staff are our priority.

**POSITION SUMMARY**

A Senior Director of Business Administration is a key leadership position, responsible for overseeing and managing the administrative functions of a company, ensuring its overall operational efficiency and financial health. This role encompasses various vital aspects of the organization, including financial management, operations oversight, team leadership, policy compliance, stakeholder engagement, risk management, business process improvement, and compliance with non-profit regulations and grant requirements.

**KEY RESPONSIBILITIES**

**Operations & Administration Management**

- Provide oversight of day-to-day operations to ensure efficiency, productivity, and compliance with established organizational policies and procedures.
- Analyze and optimize workflows and processes to improve operational effectiveness, reduce operational costs, and enhance overall organizational efficiency.
- Manage procurement, contract negotiation and vendor relationships.
- Oversee human resources functions, including recruitment, benefits administration, employee relations, policy development, and compliance with employment laws.

- Oversee facility management and ensure the safety and upkeep of premises.
- Develop and maintain risk management and internal control policies.

### **Financial Management**

- Develop, implement, and monitor comprehensive financial strategies and plans to ensure the organization's financial stability and growth.
- Conduct regular budget reviews, forecasting, and financial analysis to make informed decisions that optimize financial outcomes and resource allocation.
- Collaborate with finance teams to manage financial resources efficiently and drive cost-effective measures to enhance the organization's financial health.

### **Technology & Systems**

- Assess and recommend technological solutions to enhance financial, operational, and client data management.
- Oversee the implementation and maintenance of organization-wide IT infrastructure and security protocols.

### **Team Leadership and Development**

- Lead and inspire a team of professionals, providing guidance, coaching, and support to foster a culture of collaboration, innovation, and continuous improvement.
- Encourage and support the professional growth and development of team members through training, mentorship, and opportunities for advancement, contributing to a skilled and motivated workforce.

### **Policy Development and Compliance**

- Develop and implement robust policies and procedures that align with legal and regulatory requirements, industry standards, and best practices.
- Ensure compliance with relevant laws, regulations, and industry standards by regularly reviewing and updating policies and procedures as needed to maintain the highest levels of organizational integrity and compliance.

### **Stakeholder Engagement and Communication**

- Build and nurture strong relationships with stakeholders, including executives, clients, vendors, and other key partners, ensuring effective communication and collaboration to support the organization's objectives.
- Regularly communicate organizational objectives, strategies, performance updates, and achievements to stakeholders, maintaining transparency and trust.

### **Risk Management**

- Identify potential risks that may impact the organization's operations, reputation, or financial health and develop proactive risk mitigation strategies to safeguard the organization's interests.
- Foster a culture of risk awareness and responsibility, ensuring that all employees are knowledgeable about and compliant with risk management protocols.

**Business Process Improvement**

- Analyze current business processes to identify inefficiencies and areas for improvement that can enhance efficiency, productivity, and customer satisfaction.
- Implement necessary improvements and leverage technology to streamline operations, automate repetitive tasks, and achieve business objectives effectively and in alignment with organizational goals.

**KEY REQUIREMENTS**

**Qualifications**

- Master's degree in Business Administration, Accounting, Finance, or related field.
- Extensive experience in senior-level management with a proven track record of success in overseeing administrative functions, including human resources and payroll.
- Demonstrated expertise in financial management, non-profit accounting principles (GAAP), and financial modeling.
- Experience in auditing, non-profits, and grant financial administration is preferred.
- Exceptional leadership abilities and a track record of developing high-performing teams.
- Strong analytical skills and the ability to translate data into actionable insights.
- Tech-savvy with proven ability to streamline processes through technology implementations.
- Excellent communication, interpersonal, and negotiation skills.

**WORKS COOPERATIVELY WITH:**

(1) Operations Staff; (2) Program Support Staff; (3) Management Staff; (4) Executive Liaison/CEO

**ACCOUNTABILITIES**

Reports to the Executive Liaison/CEO

*I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Senior Director of Business Administration and can perform the essential functions required. I have received a copy for my records.*

Received by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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