

Liberty Youth Ranch

Director of Operations

Job Description

Location: Bonita Springs, Florida

Position Type: Full-Time, Exempt

Reports To: President & Chief Executive Officer

Work Location: In Person

Salary Range: \$85,000 - \$105,000/annually

Benefits: Health, Dental, Vision, 401K. 2 Weeks' Vacation, 1 Week of Sick Leave

About Liberty Youth Ranch

Liberty Youth Ranch (LYR) is a Christ-centered nonprofit organization dedicated to providing vulnerable children with a loving, stable home and the opportunity to build a successful future.

Established in Bonita Springs, Florida in 2003, Liberty Youth Ranch provides residential care for boys and girls in need of a safe, nurturing, and family-centered environment. The Ranch serves children holistically, addressing their physical, educational, emotional, social, and spiritual needs while helping them develop the skills, relationships, character, and confidence necessary for long-term independence and success.

Liberty Youth Ranch operates a 156-acre campus in Bonita Springs and provides children with a peaceful, stable environment where they can experience family, faith, hope, healing, and opportunity. LYR is privately funded and has maintained a strong commitment to responsible financial stewardship, balanced budgets, and debt-free operations.

LYR also operates the Liberty Youth Ranch Upscale Shop, a social enterprise that generates financial support for the ongoing operating costs of the Ranch while providing an additional connection between Liberty Youth Ranch and the surrounding community.

At the center of Liberty Youth Ranch is an unwavering faith in Jesus Christ and the belief that every child possesses God-given uniqueness, dignity, and inherent worth.

Position Overview

Liberty Youth Ranch is seeking an experienced, highly organized, strategic, and hands-on **Director of Operations** to provide senior leadership for the operational and administrative infrastructure that supports the organization's mission.

Reporting directly to the President & CEO, the Director of Operations will serve as a key member of Liberty Youth Ranch's leadership team and will be responsible for translating

organizational priorities into effective systems, processes, accountability, and day-to-day execution.

The Director of Operations will provide leadership across organizational operations, administration, human resources processes, technology, security, budgeting, procurement, vendor and contractor relationships, operational policies and procedures, risk management, and the Liberty Youth Ranch Upscale Shop.

Working collaboratively with the Director of Facilities, the Director of Programs, financial leadership, and other members of the LYR team, the Director of Operations will help ensure that the organization's people, resources, systems, and infrastructure operate effectively and consistently in support of the children and families Liberty Youth Ranch serves.

The Director of Operations will not serve as the organization's day-to-day facilities manager. Liberty Youth Ranch has a Director of Facilities responsible for the direct management of campus facilities, maintenance, grounds, repairs, and related functions. The Director of Operations will work closely with and provide organizational coordination and executive-level operational oversight for facilities-related priorities, budgets, capital planning, vendors, and projects.

This position is ideal for an experienced operational leader who enjoys creating order, improving systems, solving problems, developing people, establishing accountability, managing multiple priorities, and helping a mission-driven organization operate at a high level.

Operational excellence at Liberty Youth Ranch is not simply a business function. Strong systems, responsible financial management, effective employees, reliable technology, safe facilities, thoughtful planning, and good stewardship directly support the children who call Liberty Youth Ranch home.

Organizational Leadership

The Director of Operations will serve as a trusted operational partner to the President & CEO and provide leadership across the organization's administrative and operational functions.

The Director will help translate the President & CEO's organizational priorities and strategic objectives into clear operational plans, responsibilities, systems, timelines, and measurable results.

This individual will regularly evaluate organizational operations and identify opportunities to improve effectiveness, communication, efficiency, accountability, consistency, and stewardship.

The Director will anticipate operational challenges and bring thoughtful recommendations and practical solutions to the President & CEO before problems become larger organizational issues.

The Director of Operations will work collaboratively with other members of the leadership team while maintaining clear distinctions between operational leadership, facilities leadership, financial leadership, and programmatic leadership.

The Director will help foster an organizational culture characterized by communication, accountability, professionalism, collaboration, stewardship, responsiveness, humility, and continuous improvement.

The Director will also assist the President & CEO with strategic initiatives, organizational planning, special projects, and other priorities necessary to advance the mission of Liberty Youth Ranch.

Operational Management & Organizational Systems

The Director of Operations will evaluate, develop, document, and improve operational systems and processes throughout Liberty Youth Ranch.

This individual will identify inefficiencies, gaps, redundancies, and operational risks and develop practical solutions that improve organizational performance.

The Director will establish appropriate systems for tracking projects, responsibilities, deadlines, organizational priorities, operational issues, and follow-up activities.

The Director will help develop and maintain standard operating procedures, administrative policies, workflows, internal controls, and other organizational systems necessary to support consistency and accountability.

This individual will regularly evaluate organizational capacity and recommend improvements to staffing, systems, technology, processes, vendor relationships, and other operational resources.

The Director will help ensure that departments communicate effectively and that operational issues involving multiple areas of the organization are coordinated appropriately.

People & Organizational Leadership

The Director of Operations will provide leadership for administrative personnel processes and help Liberty Youth Ranch recruit, develop, support, and retain employees who are aligned with the organization's mission and values.

Responsibilities will include coordinating or overseeing recruitment, hiring, onboarding, employee documentation, performance management processes, staff scheduling where appropriate, professional development, and other administrative aspects of human resources.

The Director will work with supervisors to establish clear expectations, strengthen accountability, address performance concerns, and promote effective communication across the organization.

The Director will help ensure that employees understand organizational policies, procedures, responsibilities, reporting relationships, and performance expectations.

This individual will identify opportunities to strengthen employee development, organizational culture, internal communication, staff engagement, and leadership effectiveness.

The Director will also help evaluate staffing needs and organizational structure as Liberty Youth Ranch continues to develop and grow.

Financial Management, Budgeting & Stewardship

The Director of Operations will work closely with the President & CEO and financial leadership to ensure that organizational resources are managed responsibly and consistently with Liberty Youth Ranch's commitment to stewardship.

The Director will participate in annual operating and capital budget development and help monitor operational expenditures against approved budgets.

This individual will evaluate operational expenses, identify opportunities for cost savings and improved efficiency, and help ensure that financial resources are directed toward the organization's highest priorities.

The Director will oversee or coordinate procurement processes, vendor bids, service agreements, contracts, and significant operational expenditures within established organizational policies and authority levels.

The Director will participate in vendor negotiations and regularly evaluate vendor performance, pricing, service quality, and organizational value.

The Director will help develop financial projections and cost analyses for significant operational initiatives and provide the President & CEO with information necessary to make informed decisions.

The Director will demonstrate careful stewardship of the financial resources, facilities, equipment, technology, and other assets entrusted to Liberty Youth Ranch.

Facilities & Capital Planning Oversight

Liberty Youth Ranch employs a Director of Facilities who is responsible for the day-to-day leadership of campus facilities, maintenance, grounds, repairs, equipment, and related activities.

The Director of Operations will work closely with the Director of Facilities to ensure that facilities operations support Liberty Youth Ranch's organizational priorities and long-term needs.

The Director of Operations will provide senior-level coordination related to facilities budgets, major vendor relationships, capital expenditures, significant improvement projects, organizational risk, and long-range facilities planning.

Working with the Director of Facilities, the Director of Operations will help establish a multi-year capital and facilities plan designed to protect Liberty Youth Ranch's physical assets, anticipate future needs, prioritize investments, and ensure responsible stewardship of the campus.

For significant capital or infrastructure projects, the Director of Operations may assist with proposal development, bid evaluation, contract review, budget monitoring, project milestones, vendor accountability, and communication with executive leadership.

The Director of Facilities will retain responsibility for the direct execution and day-to-day management of facilities operations.

Technology & Information Systems

The Director of Operations will provide organizational leadership for technology systems and ensure that technology effectively supports Liberty Youth Ranch's employees, programs, administration, and operations.

The Director will work with internal personnel and outside technology providers to maintain reliable, secure, and effective technology systems.

This individual will identify opportunities to improve productivity, communication, collaboration, documentation, security, and organizational effectiveness through appropriate technology.

The Director will help establish appropriate technology policies, access controls, data management practices, cybersecurity procedures, equipment replacement plans, and technology standards.

The Director will evaluate emerging technologies, including automation and artificial intelligence tools, and recommend responsible applications that can improve organizational effectiveness while protecting confidential organizational and child-related information.

Safety, Security & Risk Management

The Director of Operations will help ensure that Liberty Youth Ranch maintains an organizational environment characterized by appropriate safety, security, preparedness, and risk management.

The Director will provide leadership for organizational security practices and coordinate with appropriate staff, contractors, and outside resources regarding security systems and procedures.

This individual will help develop, maintain, and periodically evaluate emergency response plans, incident response procedures, business continuity practices, insurance-related operational requirements, and other organizational risk-management systems.

The Director will work collaboratively with program and facilities leadership to ensure that operational policies and practices support a safe environment for children, employees, volunteers, visitors, and organizational assets.

The Director will also help ensure organizational readiness for applicable inspections, reviews, audits, and compliance requirements within the areas assigned to this position.

Liberty Youth Ranch Upscale Shop

The Director of Operations will provide strategic and operational leadership for the Liberty Youth Ranch Upscale Shop, an important social enterprise that supports the mission and ongoing operating costs of Liberty Youth Ranch.

The Director will evaluate the Shop's operational and financial performance and work with Shop leadership and staff to establish clear goals, performance expectations, and strategies for sustainable growth.

Responsibilities will include reviewing sales performance, expenses, staffing, inventory practices, operational processes, customer experience, community visibility, and overall financial contribution to Liberty Youth Ranch.

The Director will identify opportunities to strengthen revenue, improve operating efficiency, expand inventory sources, enhance community engagement, and increase the Shop's long-term financial contribution to the Ranch.

The Director will develop appropriate performance metrics and reporting systems that allow executive leadership to evaluate the Shop's financial and operational performance.

All strategies and operational decisions related to the Upscale Shop should support and remain consistent with Liberty Youth Ranch's mission, values, reputation, and commitment to responsible stewardship.

Initial Strategic Priorities

During the first 6 to 8 months, the Director of Operations will be expected to develop a strong understanding of Liberty Youth Ranch's mission, people, organizational structure, operations, systems, financial practices, campus, and culture.

The Director will conduct a thoughtful assessment of existing operational and administrative systems and identify opportunities to improve efficiency, accountability, communication, documentation, and organizational effectiveness.

The Director will evaluate existing policies, procedures, workflows, vendor relationships, technology systems, operational expenditures, and administrative processes and develop prioritized recommendations for improvement.

Working with the Director of Facilities and executive leadership, the Director will help establish a multi-year capital and facilities planning process that identifies anticipated needs, priorities, costs, and timelines.

The Director will evaluate the Liberty Youth Ranch Upscale Shop and develop a comprehensive strategic plan addressing operations, staffing, inventory, competitive positioning, financial performance, revenue opportunities, community engagement, and sustainable growth. The plan should include appropriate financial projections, measurable goals, implementation priorities, and milestones.

The Director will strengthen organizational reporting and accountability systems so that the President & CEO has timely visibility into significant operational priorities, projects, risks, expenses, and performance.

The Director will also identify opportunities to appropriately reduce administrative burden on the President & CEO by establishing clear systems, responsibilities, delegation, and organizational accountability.

Measures of Success

Success in this position will be demonstrated through increasingly effective, consistent, and well-documented organizational operations.

The Director will establish systems that allow organizational priorities and projects to be clearly assigned, monitored, and completed.

Operational budgets will be responsibly managed, significant expenditures will be carefully evaluated, and opportunities for improved stewardship and efficiency will be identified.

Vendor and contractor relationships will be effectively managed and evaluated based on performance, quality, cost, responsiveness, and organizational value.

Employees and supervisors will experience greater clarity regarding expectations, policies, responsibilities, communication, and accountability.

Technology and administrative systems will increasingly support rather than hinder organizational effectiveness.

The Director of Facilities and Director of Operations will maintain a productive working relationship with clearly defined responsibilities for facilities execution, operational oversight, budgeting, planning, and organizational coordination.

The Liberty Youth Ranch Upscale Shop will operate according to a clear strategy with measurable financial and operational goals.

Most importantly, the organization's operational infrastructure will increasingly allow Liberty Youth Ranch's program leaders, Houseparents, staff, and executive leadership to concentrate their time and attention on advancing the mission and serving children and families.

Required Qualifications

A bachelor's degree in business administration, operations management, nonprofit management, organizational leadership, or a related field. An equivalent combination of education and significant relevant professional experience will also be considered.

Candidates should possess significant progressively responsible experience in operations, administration, business management, nonprofit management, organizational leadership, or a related field.

The successful candidate should demonstrate meaningful experience leading employees and working across multiple organizational functions.

Candidates should have experience with budgeting, financial management, vendor relationships, contracts, procurement, project management, organizational systems, policies, and operational planning.

The successful candidate must demonstrate the ability to identify problems, analyze information, develop practical solutions, establish priorities, and move projects from concept through implementation.

Candidates should possess strong organizational, written communication, verbal communication, interpersonal, and leadership skills.

The Director must be comfortable using technology and learning new systems and should understand how technology can improve organizational communication, productivity, documentation, security, and efficiency.

The successful candidate must demonstrate sound judgment, discretion, professionalism, emotional intelligence, and the ability to appropriately handle sensitive and confidential information.

Candidates must be capable of managing multiple priorities simultaneously while maintaining attention to detail and following through on commitments.

The Director must possess a valid driver's license and be able to successfully complete all required background, drug, driving, and reference screenings.

Preferred Qualifications

Seven to ten or more years of progressively responsible operational or organizational leadership experience is preferred.

Previous experience within a nonprofit organization, Christian ministry, residential organization, children's services organization, school, healthcare organization, or similarly complex mission-driven environment is highly desirable.

Experience working with social enterprises, retail operations, or other revenue-generating organizational activities is beneficial.

Experience with capital planning, facilities-related budgeting, vendor management, technology implementation, human resources administration, organizational growth, or operational improvement is also desirable.

Christian Faith & Mission Alignment

Liberty Youth Ranch is a Christ-centered ministry. The Director of Operations must personally support and actively advance the Christian mission, values, and culture of Liberty Youth Ranch.

The successful candidate will demonstrate an active Christian faith and regular participation in a local Christian church.

The Director will understand that his or her work at Liberty Youth Ranch is more than an operational leadership position. It is an opportunity to use professional skills and leadership abilities in service to a ministry dedicated to children and families.

The Director will model integrity, humility, compassion, stewardship, accountability, respect, and Christ-centered leadership in interactions with children, families, employees, volunteers, vendors, donors, and members of the community.

The Ideal Candidate

The ideal Director of Operations is both **strategic and hands-on**.

This individual sees the larger organizational picture while also being willing to engage directly when a problem needs to be solved.

The successful candidate naturally creates order, develops systems, establishes priorities, follows through, and holds himself or herself and others accountable.

This person is proactive rather than reactive and regularly asks what can be improved, simplified, strengthened, documented, measured, or prevented.

The ideal candidate is financially disciplined and understands that every dollar entrusted to Liberty Youth Ranch ultimately exists to advance the organization's mission.

This individual is comfortable working with a wide range of people, including executive leadership, program professionals, administrative employees, facilities personnel, Houseparents, volunteers, vendors, contractors, donors, and community partners.

The Director will be confident enough to lead, humble enough to listen, discerning enough to know when change is necessary, and patient enough to implement change thoughtfully.

Above all, the ideal candidate will understand that operational excellence at Liberty Youth Ranch ultimately serves a much larger purpose: providing vulnerable children with a safe home, a loving family, a strong foundation, and the opportunity to build a successful future.

Schedule & Work Environment

This is a full-time, exempt, in-person leadership position based at Liberty Youth Ranch's campus in Bonita Springs, Florida.

The normal work schedule is generally Monday through Friday during regular business hours. Because Liberty Youth Ranch operates a residential campus serving children 365 days a year, the Director of Operations must also be available periodically outside normal business hours to respond to significant operational, security, administrative, or emergency situations.

The position requires regular interaction throughout the campus and at other Liberty Youth Ranch locations, including the Liberty Youth Ranch Upscale Shop.

The Director must be able to perform the essential functions of the position, including periodically lifting or moving items weighing up to 25 pounds.

Employment Requirements

Employment is contingent upon successful completion of Liberty Youth Ranch's required background screening, drug screening, driving record review, reference checks, and other applicable employment requirements.

The Director of Operations will participate in regular performance evaluations conducted by the President & Chief Executive Officer.