

BROADCAST

Director of Operations Job Description



Who you are

You like to wear many hats and enjoy refining and overseeing key business operations—HR, IT, marketing, and administration—and supporting your peers cross-functionally.

You see the big picture *and* how to get there, and enjoy taking initiative to translate ideas into actionable steps.

You're an effective communicator with a knack for persuasive writing, and you love keeping things organized!

What you'll do

Support the leadership team by overseeing projects from concept to reality while optimizing processes.

You'll also oversee and coordinate the marketing, IT, and business administration functions.

Practically this looks like:

- Partnering with the CEO to develop business strategy
- Ensuring day-to-day activities align with Broadcat's mission and brand
- Leading tactical meetings
- Managing employee system access
- Directing operational activities to ensure strategic goals are met
- Analyzing data like performance and operations metrics

Collaborate across the leadership team to spot issues early on, ensure Broadcats have what they need to accomplish goals, and keep projects on track and on budget.

Manage your team of direct reports and contractors to ensure everyone is focused on Broadcat's broader goals. Most importantly, you'll serve as the final check on quality. This means you're accountable for your team's output.

Help Broadcat grow by engaging with the team to identify opportunities to improve our processes and products and shape what we create based on your insights and team feedback.

Comp & benefits

- ★ Unlimited Vacation—subject to business needs, but most years, Broadcats take about 4 weeks
- ★ Two-week holiday break in Dec
- ★ Paid parental leave
- ★ Work from (almost) anywhere in the United States
- ★ Health insurance
- ★ 401(k) w/employer contribution
- ★ Professional development
- ★ 90-105k salary w/annual performance bonus
- ★ Incentive stock options