



We Are Hiring!

Position: Director of Operations

Location: Denver, Colorado

Who We Are

The National Western Center will be a year-round, global destination for agricultural innovation and western heritage in Denver. We will convene the world at the National Western Center and at nationalwesterncenter.com to lead, inspire, create, educate and entertain in pursuit of global food solutions.

The National Western Center Authority is a nonprofit responsible for ensuring that the day-to-day experience of the campus realizes the mission and vision of the National Western Center. The authority manages everything from programming, to events, to curating the tenant mix, to operations and maintenance. The authority is guided by a 13-member board of directors.

The National Western Center Authority is seeking individuals who will make it possible for our campus to lead, inspire, create, educate, and entertain in the pursuit of global food solutions.

Here's what you will be doing

As a member of the National Western Center Authority (NWCA) executive team, the Director of Operations is a leader in the organization and participates in strategic planning and decision making. Under the current supervision of the Chief Executive Officer (CEO), the Director of Operations collaborates with departmental managers to create budgets and develop plans. The Director of Operations will also be responsible for helping to update and develop NWCA policy.

Job Requirements

- Identifies opportunities for the NWCA to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.
- Participates in long-term business planning at the managerial and executive level.
- Plans, researches and implements systems and programs as needed to prepare the NWCA to operate, maintain, program, and book events at the NWCA campus and in campus venues, beginning April 2023 (estimated).
- Works with NWCA legal counsel to ensure that all NWCA activities and operations are carried out in compliance with laws governing business operations, as well as the NWCA Framework Agreement and other relevant guidelines.
- Business Modeling: Assesses and advises on any potential partnerships or business model changes including any partnering opportunities regarding real estate, operations, programming or asset management on the NWC Campus.
- Information Management: Develops and installs procedures and controls to promote communication and adequate information flow within the organization.
- Supervises design of hardware and software systems to assist in the smooth and efficient flow of information.
- Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget.



Qualifications

- Bachelor's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Comfort and experience with real estate and operations industry standard terms, formats and pro forma that describe these approaches and operations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to create and assess business plan proposals and pro forma as well as qualify viable operations approaches, systems and proposals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Knowledge of Microsoft Office Suite of software programs.

What We Offer

At the National Western Center Authority, we know that our greatest asset is our employees and that is why we offer generous benefits to support work-life balance. We offer a competitive pay and benefits package that includes health insurance, 401k plan and paid time off program.

Please send your resume and cover letter to jobs@nationalwesterncenter.com to apply by April 9, 2019.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.