

# CHICAGO



## DNC 2024

**Job Description:** Deputy Operations Director

### Position Overview:

The 2024 DNC Convention Host Committee (Host Committee) is seeking a Deputy Operations Director. The Deputy Operations Director will support the day-to-day operations of the Host Committee organization and will work closely with the Operations Director and Host Committee staff to optimize processes, support strategic operational workstreams and fulfill the programmatic goals of the Host Committee and the Convention.

### Responsibilities:

- Support the Operations Director to develop and implement operational strategies and policies that align with the Host Committee's goals and objectives
- Efficiently manage and allocate Host Committee resources, including equipment, software and billing tools, to fulfill programmatic goals and objectives
- Help to identify and mitigate operational risks in coordination with Host Committee staff, implementing strategies to ensure the Host Committee's compliance with relevant regulations and contractual obligations
- Develop and implement data and reporting tools and processes, including tools to ensure widespread communication and participation in Convention opportunities
- Encourage effective communication and collaboration between departments to ensure smooth operations and alignment with Host Committee goals
- Liaise with Host Committee consultants, compliance, accounting, and legal teams
- Manage the Host Committee's office space and other duties as assigned.

### Qualifications:

- Proven experience in data, communication, reporting, financial analysis and/or team operations
- Excellent analytical and problem-solving abilities
- Knowledge of relevant software and technology used in operations management
- Knowledge of data visualization and data analysis tools, including PowerBI or Tableau preferred
- Experience working with the City of Chicago and/or State of Illinois preferred

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