



Director of Operations

Task Force Dagger Special Operations Foundation

Location: FL preferred (Remote w/ travel) **Status:** Full-time | Non-Exempt **Reports To:** Executive Director

Task Force Dagger Special Operations Foundation is seeking a highly organized, mission-driven **Director of Operations** to lead event logistics and operational execution across the organization—with a primary focus on Rehabilitative Adaptive Events, especially those based in Florida. This role is ideal for someone with strong planning, financial, and coordination skills who thrives in fast-paced, service-oriented environments.

Key Responsibilities

Event Logistics & Coordination (50%)

- Lead logistical planning and on-site coordination for Rehabilitative Adaptive Events in Florida and nationwide.
- Liaise with vendors, venues, transportation providers, and third-party event staff.
- Coordinate with volunteers and internal teams for event staffing and execution.
- Ensure timely planning, communication, and delivery of event materials and resources.

Operations & Financial Oversight (35%)

- Track, manage, and report on grant-related budgets and expenses.
- Submit accurate invoices for manpower and event costs to appropriate grants.
- Support organizational financial tracking in QuickBooks and Salesforce.
- Maintain internal systems for expense reconciliation, reimbursements, and vendor payments.

Cross-Team Collaboration (15%)

- Work closely with the Services, Development, and Administrative teams to align logistical and financial processes with programmatic needs.
- Maintain operational documentation and procedures to support compliance and scalability.

Qualifications

- 3+ years experience in operations, event coordination, nonprofit programs, or similar.
- Strong background in budgeting, invoicing, and financial tracking.
- Proficiency (or ability to quickly learn) Salesforce, QuickBooks, Microsoft 365, and Google Workspace.
- Exceptional organizational skills and attention to detail.
- Strong problem-solving skills and a solution-oriented mindset.
- Prior military or SOF community experience is a plus but not required.

**Work Environment and Conditions:**

- 40 hours each week of remote work, located within the continental United States (FL preferred) to facilitate timely collaboration and ease of event travel.
- Daily business hours of operation may vary slightly based on time zones, but digital availability for internal and external stakeholders is important.
- Average of one evening virtual meeting a month (Board Meetings, Planning Meetings, etc)
- Must be willing to travel in Florida (approx. 2–5 days/month) and nationally (approx. 2–5 days every 6 months).

Application Process:

We welcome candidates who are passionate about operations, logistical coordination, non-profit events, and enthusiastic about our cause to submit their application at

<https://form.jotform.com/TFdagger/TFD-online-job-application-form> by July 13th, 2025.

Feel free to send any questions to hiring@taskforcedagger.org

Task Force Dagger Special Operations Foundation | PO Box 250, Terra Ceia, Florida 34250 | TFDSOF is a 501(c)(3) nonprofit organization. Gifts directly assist wounded, ill, or injured members of the U.S. Special Operations Command | taskforcedagger.org