VICE PRESIDENT OF BUSINESS OPERATIONS

Position Summary
The Vice President of Business Operations is responsible for strengthening the business infrastructure, systems, and operating practices that support Stratus' continued growth. Working across the organization, this role builds and maintains the structure, processes, and tools needed to support the business as it grows.

Reporting to the CEO and working closely with the leadership team, the VP of Business Operations provides enterprise-level ownership of operational excellence and governance, organizational effectiveness, business technology, corporate administration, and cross-functional execution.

Serving as a cross-functional business partner, the VP of Business Operations brings structure and alignment to work that spans the organization while maintaining appropriate ownership within each function. The role requires the ability to move between strategy and execution, identify where structure is needed, and build practical systems that support employees and the business. This role owns enterprise operating infrastructure and company-wide standards rather than the day-to-day operational coordination of individual client engagements or event production.

Company Overview
Stratus Firm is a strategic event production partner for organizations operating at the highest levels. We design and deliver complex, high-visibility events where creative vision and operational precision move as one, resulting in experiences that are seamless, intentional, and built to resonate.

We bring clarity to complexity, designing and delivering productions that feel seamless, even when the work behind them is anything but. Calm under pressure and exacting in the details, our team leads every engagement with focus, composure, and intent.

Responsibilities

Operational Excellence & Governance

- Formalize, document, and maintain the Stratus Way - the company's approach to how work is performed and supported across the organization.

- Partner with functional leaders to identify, develop, document, and improve core business processes, procedures, operating guidelines, and company templates.
- Establish central governance for company policies and operational standards, including development, approval, communication, maintenance, and periodic review.
- Identify company-wide and cross-functional operational gaps and inefficiencies and lead the development of practical, scalable solutions in partnership with the relevant functional leaders.
- Develop and manage the budget for assigned business operations functions in coordination with Finance, identifying resource and investment needs and managing approved expenditures responsibly.

Cross-Functional Execution

- Lead and coordinate strategic and operational initiatives that span multiple departments, establishing clear ownership, timelines, and accountability.
- Identify and address cross-functional gaps, dependencies, and barriers that impact effective execution.
- Provide structure and program management for initiatives requiring coordination across functions while maintaining appropriate functional ownership.

People Operations & Organizational Effectiveness

- Partner with the CEO and leadership team to translate company priorities into measurable department and individual goals.
- Strengthen workforce and capacity planning by establishing consistent frameworks and tools for evaluating workload, resource allocation, staffing needs, and organizational capacity.
- Formalize and oversee the annual performance review process, incorporating objective performance measures alongside company values and establishing consistent criteria to inform bonuses, development, and promotion decisions.
- Coordinate employee development resources and connect employees with available coaching and development opportunities.
- Serve as the internal point of coordination for employee onboarding and offboarding, including company onboarding, technology, equipment, system and office access, and coordination with supervisors and outsourced HR.
- Manage the outsourced HR relationship and oversee administrative and workplace support functions.

Business Technology & Systems

- Provide centralized oversight and governance of business technology, systems, software, licensing, user access, and technology vendors.

- Assess and standardize tools and platforms to improve consistency, integration, efficiency, and scalability across the organization.
- Partner with functional leaders to evaluate and implement operational technology needs, including CRM, project and program management tools, automation, and other business systems.
- Ensure technology and system needs are incorporated into employee onboarding and offboarding processes.

Corporate Administration & Contract Governance

- Oversee business licenses, registrations, certifications, and renewals, including requirements associated with conducting business across multiple jurisdictions.
- Maintain centralized tracking of corporate requirements and coordinate with internal teams and external advisors as appropriate.
- Together with outside legal counsel, establish and maintain standardized business agreements and templates, including pre-engagement agreements, NDAs, client contracts, subcontracts, and vendor agreements.
- Implement consistent processes for agreement development, review, approval, execution, and retention, coordinating with leadership and external legal counsel when appropriate.

Qualifications

- 7+ years of progressive experience in business operations, enterprise operations, organizational effectiveness, or a related field, including leadership responsibility within a growing or evolving organization.
- Demonstrated experience building and improving company-wide business processes, operating frameworks, governance practices, and organizational infrastructure across multiple functions.
- Strong program management experience, including leading complex, cross-functional initiatives from planning through implementation and sustained adoption.
- Experience evaluating and implementing business systems and technology to improve organizational efficiency, consistency, and scalability.
- Demonstrated experience partnering with executive and functional leadership to drive organizational priorities, manage change, and establish accountability.
- Experience with workforce planning, performance management, and organizational development, working in partnership with internal or external HR resources.
- Strong business and financial acumen, including resource planning, budget management, vendor management, and evaluation of operational investments.
- Bachelor's degree in business, operations, organizational leadership, or a related field; equivalent relevant experience considered.

Benefits

- Collaborative and creative work environment
- Well-appointed and comfortable office space with free food and drinks
- Competitive base salary of $110,000 - $120,000, commensurate with experience
- Performance-based bonuses
- 3 weeks vacation base rate and 2 weeks sick leave accrued per year
- 75% coverage of health, dental, and vision insurance for all employees
- Full life and disability insurance coverage for all employees
- 401k match 100% of employee contribution up to the first 5% of pay
- 50% Charity matching up to $1000 a year
- Generous compensatory time benefit

To apply, please email a resume to careers@stratusfirm.com with 'Business Operations Role" in the subject line.

Stratus is an equal employment opportunity employer for all applicants and employees. Stratus Firm does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, or any other protected characterization.