



JOB DESCRIPTION FOR HIRE

Title: Director of Business Operations

Position Description: The Overwatch Imaging Director of Business Operations is responsible for the administration and maturation of Overwatch Imaging as a business. Working closely with the CEO, the executive team, and outside professionals, this versatile and trustworthy leader will significantly contribute to company growth and success. Specifically, this Director will monitor and oversee company finances and accounting, contracts and legal, IT, facilities, and other systems and processes, and will support special projects to help transition a small startup business into a global leader.

Company Description: Rooted in the airborne technology cluster of Hood River, Oregon, Overwatch Imaging is changing the way time-critical intelligence is created. Overwatch works at the convergence of aerospace, imaging, AI, computer vision, autonomous systems and big data intelligence. Our automated imaging systems help life-saving agencies quickly find what they are looking for from the air, so they can focus less on the search and more on the best response. Internally, we strive to create the best environment for the amazing people who work here, and we thrive as a team through our shared passion for our mission.

Major Areas of Responsibility:

- **Financial Monitoring and Reporting:** Working with outside professionals, maintains budgets and financial records, prepares periodic financial statements, oversees purchasing and invoicing, and monitors performance against budget. Supports outside preparation of taxes and audits. Models cash flow using historical and forecast data.
- **Business Administration:** Oversees and develops business processes and metrics. Reviews and ensures compliance with contractual terms and conditions, export controls, and other business agreements. Enables the team to perform at their best today and in the future by providing and managing size-appropriate IT and facilities.
- **Delegation of Authority Policy Management:** With support from company executives, develops, implements and maintains processes and systems to oversee company commitments and spending, and ensures the responsible use of company assets.



- **Business Growth Strategy Implementation:** Supports company strategic growth initiatives including product and service price modeling, international expansion, mergers and acquisitions analysis, and more. Contributes to periodic updates of the company strategic growth plan.

Knowledge, Skills and Abilities: *The ideal candidate will have many of the following strengths:*

- **Experience and Education:**
 - Formal education in business administration or similar
 - Experience in aerospace and defense business, particularly with intelligence systems on aircraft and with US government contracting
 - Experience preparing and/or reviewing company operating budgets, financial statements, inventory audits, revenue forecasts, and tax filings
 - Familiarity with financial controls including expense approval systems
 - Familiarity with startup business operations, team dynamics, and financing
 - 12+ years of relevant professional experience, or
 - 9+ years of relevant experience with a Master's or Ph.D degree
- **Specific Competencies:**
 - Outstanding verbal, quantitative and written communication skills
 - Project management skills – planning, scheduling, budgeting, prioritizing
 - Accounting practices and cash flow analysis
 - Intense attention to detail; ability to be sure the numbers are right
 - Quickbooks accounting software and Microsoft Office software
 - Business-to-business and business-to-government contracting
 - Understanding of product, service and software business models
- **Character Attributes:**
 - Thrives in a dynamic, fast-paced startup business work environment
 - Highly motivated self-starter able to work independently and with a team
 - Great care protecting confidential and sensitive information
 - Leads and collaborates well in a small team and with customers
 - Takes pride in professionalism and maintaining happy stakeholders

Location: This position is based in Hood River, Oregon, and may require occasional business travel. Some remote work flexibility is provided, and majority of time on-site is required. All applicants must be authorized to work on a permanent basis in the United States.