



# National Alliance for Partnerships in Equity Education Foundation

## *RECRUITMENT ANNOUNCEMENT*

**Title: Director of Operations**

### **Organizational Profile**

The National Alliance for Partnerships in Equity Education Foundation (the Foundation) is a 501(c)3 nonprofit organization that was created in 2002 to support the needs of the membership of the National Alliance for Partnerships in Equity (NAPE). NAPE is a membership-based consortium of state and local education and workforce development agencies, corporations, and national organizations. NAPE's and the Foundation's shared mission is to build educators' capacity to implement effective solutions for increasing student access, educational equity, and workforce diversity. This mission is met by collaborating with stakeholders in education, particularly in career and technical education and workforce development, to build the capacity of teachers, administrators, parents, and employers through its four lines of business: professional development, technical assistance, research, and public policy.

### **Position Description**

The Foundation seeks a part-time (60%) Director of Operations to ensure organizational effectiveness by developing standard operating procedures and implementing process improvement and capacity management initiatives of the strategic plan. Reporting to the Chief Executive Officer, and serving as a member of the management team, this position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's financial and business functions. Working with the management team, the position also contributes to the development and implementation of organizational strategies, policies, and practices.

### **Position Goals**

The Director of Operations will be responsible for the following goals:

1. Improve the operational systems, processes, and policies in support of NAPE and the Foundation's mission and lines of business—specifically, support better management reporting, information flow and management, business processes, and organizational planning.
2. Increase the effectiveness of organizational support systems including human resource management, membership management, communication and technology tools that support the growth of the organization working in a virtual environment.
3. Increase the financial management capacity of the organization including improving financial planning, budgeting, projections, and management systems.

## Duties and Responsibilities

- Oversee business operations of the organization including communications, marketing, finance, and technology functions.
- Manage the agency budget in coordination with the Chief Executive Officer and the Manager of Finance and Administration.
- Oversee overall financial management, planning, systems, and controls and develop a system for planning, management, and controls of individual program budgets at the Director level.
- Create grant and contract financial models and templates to ensure resource capacity and organizational financial health
- Develop complete standard operating procedures for the organization that increase organizational efficiency.
- Identify and implement capacity management tools to inform planning and decision making to ensure appropriate staffing and successful growth.
- Implement document management, file-sharing, and collaboration tools and procedures to improve document storage, sharing, and access consistent with a virtual organization.
- Implement process improvement strategies to support documentation and streamlining of business operations.
- Serve as primary liaison to legal counsel in addressing legal issues, e.g., copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational human resource and risk management processes including employee benefits, retirement plans, and insurance policies.

## Qualifications

- An MBA or related degree in business or nonprofit management.
- At least 5 years of experience in financial management and operations management in a nonprofit or business with an annual budget of more than \$5 million.
- At least 3 years of experience working with education and/or workforce development systems preferred.
- Knowledge of nonprofit financial management systems and grant/fund/donor management experience.
- Human resources management and risk management knowledge and/or experience
- Demonstrated program management and budget development and management skills for complex projects
- Excellent computer skills and proficient in online collaboration tools and financial and project management software such as Microsoft Excel, Word, Outlook, Access, Project, SharePoint, QuickBooks, Basecamp, Dropbox, Adobe Connect, WebEx, Salesforce, Google, etc.
- Knowledge and experience in organizational effectiveness and operations management implementing best practices.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.

- Excellent organizational, communication, and interpersonal skills, exceptional professional attitude, and collaborative management style.
- Ability to work independently, use technology to facilitate remote communication, and utilize executive decision-making skills.
- Experience developing and negotiating contracts with government, state, and/or local agencies to provide contracted services.
- Ability to lead/motivate others and work with a diverse team.
- Demonstrated understanding of equity and diversity issues and experience working with programs designed to address educational equity and social justice.

### **Special Required Conditions of Employment**

Location at the national office, Gap, PA, preferred

### **Compensation and Benefits**

Compensation is commensurate with experience and includes a competitive benefits package.

### **Application Process**

Email the following to Joyce Ayers at [jayers@napequity.org](mailto:jayers@napequity.org):

1. Submit a letter of interest that includes a summary of qualifications related to the responsibilities, desirable background, and skills.
2. Submit a resume including a list of three references knowledgeable about your qualifications in the listed responsibilities.
3. Mailing address, email address, and phone number.

### **For More Information**

Contact Joyce Ayers, Manager of Finance and Administration at [jayers@napequity.org](mailto:jayers@napequity.org) or 717-407-5118. Deadline for submission of resumes is October 10, 2014, or until the position is filled.

### **Starting Date**

Immediately upon hiring

The National Alliance for Partnerships in Equity Education Foundation is an equal opportunity employer. It does not discriminate in its employment or other practices against persons on the basis of gender, race, ethnicity, national origin, sexual orientation, age, disability or status as a disabled, Viet Nam era or more recent military action veteran. Persons from those groups protected by federal and/or state or local nondiscrimination statutes are strongly encouraged to apply.