



Director of Operations

THE BROAD CENTER FOR THE MANAGEMENT OF SCHOOL SYSTEMS

BACKGROUND

The mission of The Broad Center for the Management of School Systems (www.broadcenter.org) is to raise student achievement by recruiting, training and supporting executive leadership talent from across America to become the next generation of urban school district leaders. The Center identifies talented leaders from education, business, the military, nonprofit organizations and government who have the passion, knowledge and skills to take on executive leadership roles in urban education. The Broad Center operates two primary leadership development programs: The Broad Superintendents Academy and The Broad Residency in Urban Education. The Broad Center is a flagship initiative of and fully funded by The Broad Foundation (www.broadfoundation.org).

Created in 2002, **The Broad Superintendents Academy** is a rigorous, ten-month executive training program designed to prepare the next generation of public school superintendents. The nine classes of Broad Academy Fellows to date have included leaders from business, education, government, the military and nonprofit organizations. Participants in the program retain their full-time employment status and attend the Academy for six extended weekend sessions. The residential learning session faculty is composed of leading education practitioners. Between sessions, participants are expected to undertake a series of rigorous individual skill-building activities and performance projects to build their leadership portfolios.

Created in 2003, **The Broad Residency** is an intensive two-year management development program offered to talented early- and mid-career professionals from the private and non-profit sectors. The purpose of the program is to provide an entry point for developing leaders who are not currently working in public education to train and prepare for senior positions in urban school systems throughout the country. Residents are placed directly in a large urban school district working for the Superintendent or one of his or her cabinet-level administrators. Over the course of the two years, Residents meet together for eight professional development sessions for rigorous study and skill-building activities. When the program ends, Residents are well prepared to assume leadership posts in public school systems.

Building and maintaining a strong network of TBC-trained leaders from both programs exponentially increases the already significant impact of our individual alumni. By building connections among network members, facilitating the exchange of information and best practices, and galvanizing the political power of the TBC network, we can accelerate the diffusion of innovation, mobilize people for policy change, and ultimately achieve The Broad Center's goal of raising achievement for *all* students.

POSITION SUMMARY

The **Director of Operations** will be responsible for managing all operational aspects of The Broad Center headquarters office as well as designing and managing all common non-programmatic operating processes for our core programs. This person will be part of a five-person senior management team and will make strategic decisions regarding the operations and culture of the organization. He or she will report to the Executive Director of The Broad Center. This position is full-time and is based in Los Angeles, CA.

DUTIES AND RESPONSIBILITIES

- Managing all operational aspects of The Broad Center headquarters office, including:

- Administration (i.e. manage databases, manage supplies, provide limited administrative support to executive director and senior management, manage overall office appearance, provide administrative support for board meetings)
- Communications (i.e. ensure consistency and accuracy of communications, manage and review website content)
- Finance (i.e. financial reporting, budget analysis, ensure efficient and accurate processing of invoices and expense reports)
- Grants Management (i.e. manage accurate and on-time reporting to external funders)
- Human Resources (i.e. manage hiring, on-boarding, professional development, performance management)
- Professional Learning Community (i.e. plan and design weekly team meetings and 2-3 staff retreats per year, maintain a positive and professional office culture)
- Technology (i.e. work with technology support team to ensure effectiveness and efficiency of technology systems and hardware)
- Proactively develop and manage administrative, financial, and operational systems required for the Center's core programs to function efficiently and consistently as needed (i.e. common systems for materials production, travel, vendor management, financial reporting)
- Supervise up to two other employees
- Independently develop and lead cross-program team of associates and managers to share best practices, provide professional development, and promote collaboration and consistency across programs
- Other duties as necessary to ensure organizational success

DESIRED QUALIFICATIONS

- Eight or more years of professional experience in office management or operations
- Experience managing permanent and temporary employees, consultants, and vendors in a professional setting
- Effective project management skills and attention to detail
- Ability to execute on a number of diverse projects simultaneously; comfort with taking initiative and making progress amidst competing priorities
- Superb verbal and written communications skills
- Comfort and ability to use technology in a productive and efficient way including expert experience with Word, Excel, Outlook, Power Point and Internet research; familiarity with Salesforce preferred
- Familiarity with and passion for improving K-12 education
- Undergraduate degree required; graduate degree preferred

SALARY AND BENEFITS

Salary is commensurate with skills and experience. Excellent benefits including health, dental and retirement provisions.

TO APPLY

To apply, please send a letter of interest and resume to tbjobs@broadcenter.org. Employment is contingent on a writing sample and a satisfactory background check. You will receive an acknowledgement upon receipt of your email. We will only make additional contact with applicants chosen for further consideration.

The Broad Center engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Center is an equal opportunity employer.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.