

## Operations Manager Job Description

### Organizational Overview

Education Reimagined is committed to the transformation of education in the US. We are guided by "[A Transformational Vision for Education in the US.](#)" a vision created out of a dialogue amongst 28 ideologically diverse practitioners and leaders to reimagine education. The vision sets out a call for the fundamental transformation of the current school-centered education system to one that is learner-centered. In this future, learners are no longer asked to adapt to the education system; instead, the system is designed to adapt to the unique needs, strengths, interests, and aspirations of each learner—supporting each learner to thrive now and reach their unique potential, regardless of their background or circumstances.

Education Reimagined's purpose is to unite and ignite learner-centered practitioners, young learners, and systems builders who are already at work around the country bringing this future to life. We connect, identify, and challenge these leaders to see themselves as the architects of a learner-centered future for education in the US. We convene practitioners, young people, and other visionary leaders to work collaboratively with a broad range of systems-level stakeholders to address the practice-based and policy-oriented challenges that currently impede the movement's ability to grow and spread. Learn more at [www.education-reimagined.org](http://www.education-reimagined.org).

The Education Reimagined staff is a lean, agile team of entrepreneurial individuals. We operate in a fast-paced, dynamic environment that is built on cultivating partnerships and relationships with others in the learner-centered movement. Team members must be independent workers who also highly value collaboration and the opportunity to work across functions.

### The Opportunity

Education Reimagined is seeking a Manager of Operations to ensure our successful launch as an independent organization, develop and execute high-quality administrative and operations processes, and ensure Education Reimagined continually operates with integrity and fulfills our commitment to being a high-functioning, agile team in service of our mission. This person will report to the Chief of Staff. Strong preference will be given to candidates who are based in or can relocate to the Washington, DC area.

### Primary Responsibilities

- Manage day-to-day office operations and administration for all staff and generate innovations and solutions that support the growth and success of Education Reimagined's functioning and mission.
- Serve as in-house bookkeeper and coordinate with accounting firm, including reviewing accounting documents and ensuring proper processing, payment, and filing.
- Manage relationship with Professional Employment Organization (PEO) to ensure the effective administration of team benefits, human resources needs, and compliance matters.
- Coordinate hiring and onboarding processes for new Education Reimagined staff, consultants, and interns.
- Collaborate with team leadership on the development and implementation of operations strategies for increased effectiveness and internal communications, including long-term planning of office systems and space.

## **Qualifications**

- 3+ years of experience and demonstrated success in operations management for a non-profit, including experience with bookkeeping and accounting systems.
- Self-motivated and with demonstrated excellent planning and organizational skills, including the ability to prioritize tasks to achieve goals in a timely manner.
- Detail-oriented and adept at building and managing user-friendly operations systems and protocols that respond to the needs of the team.
- Strong interpersonal and communication skills with coworkers, vendors, and outside stakeholders. Able to positively receive and integrate feedback.
- Creative, flexible, and adaptable to the demands of an entrepreneurial, fast-paced, and responsive environment. Excited about the chance to work with a close-knit, small team and ready to provide support across a range of team functions, as needed.
- Experience in event planning or meeting logistics management, a plus.
- Passionate about Education Reimagined's mission of accelerating the shift to learner-centered education in the U.S.

## **Compensation**

Compensation is commensurate with experience. Education Reimagined also offers excellent benefits and a flexible work environment.

## **Diversity, Equity, and Inclusion**

Education Reimagined is an equal opportunity employer and as such, in compliance with EEOC law, does not discriminate based on race, color, religion, sex, national origin, age disability or genetic information.

## **To Apply**

To apply, please submit the following to Demi Edwards at [demi@educationreimagined.org](mailto:demi@educationreimagined.org). Please include the position title in the email subject.

- Cover letter addressing your interest in the position and where you heard about the position.
- Resume including relevant work experiences.
- Writing sample and references are welcome.