

# **Director of Operations, SAISD Foundation**

## **Organization**

Founded in 1998 and relaunched in 2006, the SAISD Foundation is a public charity on a mission to mobilize the community to invest in student and teacher success in San Antonio ISD. Through those investments, we increase postsecondary success and expand student experiences so that all students and teachers thrive in San Antonio ISD (SAISD) schools. We are ultimately creating opportunities for positive change for students, their families, and the local community that break cycles of poverty. Each year, the SAISD Foundation supports 45,000+ students across 90 schools in San Antonio's urban core. For more information, please visit [SAISDFoundation.com](http://SAISDFoundation.com).

## **Position**

The SAISD Foundation has been growing steadily over the past fifteen years and is now seeking to accelerate growth and increase impact. The Director of Operations will play a critical role in decision making and operations as the SAISD Foundation continues to enhance its quality programming and build capacity. The Board of Directors and Executive Director are looking for a mission-focused and process-minded leader with experience leading a management team and developing a performance, results-driven culture among a group of diverse, talented individuals. Importantly, the successful Director of Operations will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission while bringing efficient and effective systems to increase the productivity of the organization.

This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization. As noted, this is an organization driven by the values of its people, so experience in managing a "values-driven" organization will be highly prized.

**Salary Range:** \$65,000-\$85,000

**Benefits:** 4 weeks vacation and 7 paid holidays; health insurance; 401K 3% investment

## **Responsibilities**

Reporting to the Executive Director (ED) of the SAISD Foundation, the Director of Operations will lead all internal operations and will have the following responsibilities:

## **Financial Management**

- Analyze and present prepared external financial reports in an accurate and timely manner; support the Treasurer and the Finance Committee of the Board
- Effectively communicate and present financial matters to the board of directors
- Oversee bookkeeping processes and contracted accounting services

- Ensure timely payment of all bills and recording of all deposits including online transactions
- Run reports in QB regularly to support the team and committees of the board to be successful and work within budget goals
- Keep current all external grant accounts, restricted funds and endowments to meet budgets
- Oversee daily cash flow and the fraud management systems; coordinate with the ED to initiate account transfers as needed to meet cash flow needs
- Manage multiple banking relationships and pull regular reporting
- Coordinate and lead the annual audit process, liaise with external auditors; assess any changes necessary and work to implement them in a timely manner
- Oversee the annual budget and planning process in conjunction with the ED
- Update and implement all necessary finance policies and accounting practices and work to improve overall fund management

## **Programs and Operations**

- Manage, execute and continually work to refine and streamline key programs of the SAISD Foundation: Educator Grants; College Tour, Scholarship and Emergency Gap Funding
- Lead and manage all logistics for major fundraising events and work with SAISD Communications Team in event related support services and promotion
- Work closely with third-party vendors, consultants, and contracted services, including those for all major fundraising events
- Serve as the internal leader of the organization
- Work with the team to increase key performance indicators and measures of organizational impact
- Provide for all staff a strong day-to-day leadership presence and be available to support the team
- Support the organization's managers in achieving their goals and meeting program and project deadlines
- Regularly update and communicate the organizational and communications calendars
- Oversee in-kind facilities to ensure efficient and consistent operations including contract management as well as in-kind receipting and booking of contributions

## **Human Resources**

- Further develop SAISD Foundation's human resources, enhancing professional development, compensation and benefits, performance evaluation, and training with an aim to hire and retain strong employees
- Establish and manage a comprehensive employee training program and procedure manual with up-to-date staff tools, policies, and procedures
- Submit payroll in a timely manner and oversee all hourly contracted employees and interns to include timely production of 1099s if required
- Develop and lead employee performance management process that measures and evaluates progress against goals for the organization

## Key Qualifications

We are seeking a candidate that has proven experience in operations, an ability to lead and build the capabilities of a driven, bright, diverse team to meet the organization's bold and urgent goals. As a prerequisite, the successful candidate must believe in the core values of the SAISD Foundation and be driven by the mission.

Additional requirements are:

- Seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience.
- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Ability to effectively build organization and staff capacity, developing a strong team and the processes that ensure the organization runs smoothly
- Commitment to training programs that maximize individual and organizational goals
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Strong capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect with staff both individually and in a group; capacity to enforce accountability, develop and empower team members, and learn the strengths and weaknesses of the team to put people in a position to succeed
- Enjoys working hard and looks for challenges; able to act and react as necessary even if limited information is available; not afraid to take charge of a situation
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Solid educational background; undergraduate degree required; MBA or similar advanced degree is welcomed

The Director of Operations is a new position. Please submit your resume and two references by email to [JGeelhoed@saisdfoundation.com](mailto:JGeelhoed@saisdfoundation.com). Position will remain open until filled.