

Director of Operations, SAISD Foundation

Organization

Founded in 1998 and relaunched in 2006, the SAISD Foundation (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, the Foundation expands student experiences and increases their postsecondary successes so that all teachers and students thrive in San Antonio ISD (SAISD) schools. The Foundation has created positive changes for students, their families, and the local community by supporting the development of a more educated and higher-skilled workforce. The Foundation supports 48,000 students across 90 schools in the heart of San Antonio. For more information, please visit SAISDFoundation.com.

Position

The Foundation has grown steadily over the past fifteen years and engages in programming to increase impact based on changing needs and societal influences. The Director of Operations will play a critical role in operations management as the Foundation continues to enhance the quality of its programming and build organizational capacity. This position requires a mission-focused and process-minded leader with experience in a performance-based, results-driven culture. The successful Director of Operations will tap into the power that each team member brings while developing efficient and effective systems to increase the Foundation's productivity.

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

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

Responsibilities

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

Financial Management

- Develop, analyze, and present prepared quarterly financial reports in an accurate and timely manner; support the Board Treasurer and the Finance Committee
- Supervise internal bookkeeper and externally contracted accounting services
- Oversee and ensure timely payment of all bills and recording of all deposits
- Run reports in QuickBooks to inform Foundation team and Board and meet budget
- Manage daily cash flow and banking fraud management systems
- Manage multiple banking relationships and pull regular online reporting
- Lead the annual external audit process, liaise with external auditors; assess any changes needed implement recommendations in a timely manner
- Lead the annual budget and planning process in conjunction with the ED

- Update finance policies and accounting practices as appropriate and work to improve overall fund and fiscal management

Programs and Operations

- Manage and streamline key programs of the Foundation: including Educator Grants, Student Field Trips, Books Buddies, and additional programs that expand student experiences in K-12
- Work closely with third-party vendors, consultants, and contracted services
- Work as part of a team to meet key performance measures
- Provide day-to-day in office leadership presence for Foundational staff, SAISD staff and partners
- Support the Foundation's managers in achieving their goals and meeting program and project deadlines
- Regularly communicate, manage and update calendar of key activities
- Oversee in-kind facilities and efficient operations including contract management, in-kind receipting and booking of contributions

Human Resources

- Manage Foundation human resources including professional development, compensation, benefits, performance management, and onboarding to attract, hire and retain employees
- Develop and lead a comprehensive employee onboarding and training program
- Develop employee performance measures that evaluate progress toward goals and Foundation Key Performance Indicators.
- Oversee payroll of full-time and part-time employees in PEO system
- Oversee payments for hourly employees, contractors, and interns including obtaining W-9s and processing of annual 1099s

Key Qualifications

Proven experience in operations and finance and demonstrated ability to lead and build staff capabilities and progress on goals. Must believe in the core values of the Foundation and be driven by satisfying its mission.

Additional Requirements

- Five to 10 years of professional experience in business operations and finance including budget management, analyzing balance sheets and profit and loss statements
- Knowledge of Google Suite, Excel, Word, PPT, and the ability to use graphic programs like Canva
- Experience with QuickBooks Online desired
- Familiarity with social media/digital media platforms
- Results-proven track record of meeting or exceeding goals

- Skills in problem-solving, project management, and creative resourcefulness
- Ability to effectively build the capacity of staff
- Excellent written communication skills
- Strong verbal communication skills with an ability to work with a variety of internal and external stakeholders
- A team builder with the ability to learn the strengths of the team to put people in the best position to succeed
- The desire and ability to wear many hats and work in a fast-paced environment
- Solid educational background with a bachelor's degree required and evidence of a desire to continue to learn and develop as a professional
- Degrees or certifications in Non-Profit Management, Business Management, Finance, Accounting, or fields related to management of a nonprofit organization preferred.

Additional Information

The SAISD Foundation is motivated to find the best candidate for this position. To apply, please submit the following:

- 1) A cover letter detailing your interest in this position, qualifications, knowledge of the Foundation, and why you feel you are a strong fit for this position
- 2) Resume
- 3) List of three (3) professional references with titles, phone numbers and emails

Please make the submission by email to Jgeelhoed@saisdfoundation.com. The position will remain open until filled.