



## **Director/Senior Director of Program Operations**

BES is a national nonprofit organization that identifies and prepares excellent leaders to transform education in their communities. Over more than two decades, BES has prepared leaders to found 195+ schools in 46 cities across 20 states and Washington, DC, educating 63,000+ students each year – of whom 82 percent qualify for free/reduced lunch, and 94 percent identify as students of color. In all, BES has trained more than 2,500 leaders to found, lead, and grow schools through its leadership development offerings.

The BES Director of Program Operations will be responsible for the operational functions of all BES programs and training, including leading strategic shifts and growth of programs. This position will report to the Chief Program Officer and manage at least one Operations Team member.

### **Key Responsibilities:**

- **Leadership**
  - Serve on the senior program team along with the senior directors of programs and Chief Program Officer
  - Shape and support strategic shifts and growth plans for BES programs
  - Manage complex projects cross-functionally across the organization
  - Ensure a seamless experience for program participants with BES tools, resources, websites, communication, partnerships, and contracts
- **Systems**
  - Project-manage the development and implementation of a “hybrid” (virtual and in-person) approach to services and programs
  - Design and operationalize proposals for programs and services and reporting on progress
  - Create timelines and project plans for all program events and services.
  - Lead the annual collection, analysis, and reporting of key performance indicators from schools founded by BES Fellows
  - In partnership with the development team, provide updates on existing metrics for funders and inform the direction of future metrics
  - In partnership with the communications team, provide data for the annual report, social media, school one-pagers, and other external-facing resources
- **Anti-racism, Equity, and Inclusion**
  - Drive shifts to program operations that support a greater focus on anti-racism, equity, and inclusion
    - This could be related to enrollment practices, contract support, vendor acquisition, RFPs, speakers, data analysis, etc.
- **Program Support**

- Coordinate travel, events (virtual and in-person), residencies, and other key aspects of our programs
- Track trends in experience and satisfaction across BES programs through regular program surveys

**Required Skills, Experiences, and Competencies:**

- At least 8 years' work experience in a corporate, nonprofit, or educational environment, including experience managing travel for large groups and all aspects of remote work
- Experience leading the operational aspects of a dynamic organization
- Demonstrated success in effectively managing large projects that involve multi-tasking and multiple stakeholders
- Skilled in collecting, managing, and analyzing school and/or program performance data.
- Strong technical skills, including with CRMs, Google Suite, and online conference platforms
- History of taking action to improve the diversity, equity, and inclusion in a school or organization
- Able to communicate effectively and professionally in all modes with external and internal stakeholders
- Flexible, adaptable, and able to reflect and iterate on an ongoing basis
- Aligned with [BES team values](#)

This role can be based anywhere in the nation; up to 20-25% travel expected; occasional evening and weekend work required.

**Compensation:**

BES offers a competitive salary and benefits package, which includes medical and dental coverage, a 401(k) contribution match, paid time off, paid parental leave, and the ability to work remotely.

*This role will be hired as either a Director or Senior Director, depending on candidate experience.*

The 2021-22 salary range for the *Director* position grade at BES is:

- Starting minimum: \$77,250
- Starting maximum: \$99,750
- Ceiling: \$122,250

The 2021-22 salary range for the *Senior Director* position grade at BES is:

- Starting minimum: \$101,750
- Starting maximum: \$145,313
- Ceiling: \$172,875

Our ideal candidate will be able to start before the new year.