POSITION ANNOUNCEMENT - OPERATIONS OFFICER

About Many Rivers Montessori

Many Rivers Montessori was founded in 2014 on Duluth's hillside. For the 2017-18 school year, the school will enroll approximately 135 students from sixteen months through eighth grade. MRM is an inspired community of students, teachers and families coming together to grow generations of students who can change the world. The foundation of the school's educational philosophy is the 100-year-old Montessori method. For additional information, please visit the Many Rivers website at www.manyriversmontessori.org.

About Duluth

Duluth is a nationally recognized outdoor recreation hub and cultural center. Boasting hundreds of miles of hiking, skiing, and biking trails all with spectacular vistas of Lake Superior, three alpine ski hills and a lifetime's worth of water sports from paddling to sailing, Duluth's quality of life is vast. Additionally, Duluth is the home of world-class cultural and academic institutions like the Minnesota Ballet, Duluth Superior Symphony Orchestra, Duluth Playhouse, Homegrown Music Festival, Bayfront Blues Festival, University of Minnesota-Duluth, and St. Scholastica.

About the Position

The operations officer is an integral part of the senior leadership team and is responsible for managing the financial and physical resources of the school, as well as taking on a support role for the school's fundraising efforts. S/he reports directly to the head of school.

Essential Duties and Responsibilities

Business Operations

- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- Oversee school business functions, including: tuition billing and collection, accounts payable, contracting, payroll, human resources, accounting and reporting, regulatory reporting and compliance, and other business administration activities. This includes NAIS statistics.
- Collaborate with the treasurer and head of school to provide financial reports to school leadership and the board.
- Understand the culture and climate of the school and the wider educational environment.
- Manage, mentor, and develop direct reports, providing constructive and timely feedback. Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business.
- Communicate clearly and enthusiastically to all staff and stakeholders.
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- Serve as primary contact for the school's various benefit program vendors: retirement, health insurance, etc.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications,

maintaining personal networks, and participating in local, regional, and national professional organizations.

Facilities

- Oversee the maintenance of the buildings, grounds, and equipment.
- Supervise custodial and maintenance staff.
- Contract with service providers as needed.
- Take on leadership role in coordination of school renovation and maintain ongoing financial records of this work.

Development

- Coordinate support tasks needed to carry out the school's annual development plan, including the capital campaign.
- Maintain a database of all contributors and provide development reports as required.
- Manage the development budget.
- Coordinate the school's volunteerism efforts.
- Nurture and maintain a highly collaborative relationship with the head of school, the board chair, and individual board members

Qualification Requirements

- A bachelor's degree, accounting or finance preferred
- Five years of experience in finance/accounting/human resources
- Proven success in a senior administrative role, preferably working with a board
- Demonstrated leadership qualities – organizing people and processes
- High ethical standards
- Excellent oral and written communication skills
- The ability to work collaboratively with coworkers and other school community members
- Keen analytical skills and a detail-oriented work style

Status

Operations Officer is a twelve-month, salaried, exempt position offered on a half-time (.5 FTE) basis.

Start Date

This position begins on August 1, 2017.

Application Process

To apply, please send a cover letter, resume, and contact information for three references to hiring@manyriversmontessori.org.

Many Rivers Montessori values diversity in every aspect of the school community. It is the policy of MRM not to discriminate in violation of the law on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability in the administration of its hiring practices, personnel policies, or in any of its policies and procedures.