



Job Title: Director of Operations

Position Title:

Director of Operations

Hours:

Full-Time, Exempt

Salary:

\$80,000/year (plus benefits)

Reports To:

Executive Director

Scheduled Start Date:

TBD based on interview cycle

The Organization: ALLMemphis is grounded in the vision of a fully literate community where one's zip code does not determine their life outcomes. Here in Memphis, we work to disrupt educational inequity by empowering young people to access language and literacy with the goal of dramatically increasing student literacy in our community through building excellence and expertise in an instructor's ability to teach foundational literacy. With specialized training, mentorship, and coaching in multisensory language instruction (Orton-Gillingham), ALLMemphis empowers partner schools with skills necessary to meet the unique learning needs of our youth. See [our website](#) for additional information!

The Position Overview: At ALLMemphis, our strength is the efficiency and expertise with which we deliver leading-edge training, mentorship, and coaching in foundational literacy to build teacher talent and student reading outcomes in our community. We're proud to set the standard for success in our field. To help us continue our growth, we're seeking a Director of Operations (DOO) to join our highly talented team. As an ideal candidate, you have proven management experience in a highly dynamic setting. Your organizational, communication, and leadership skills are second to none and you enjoy developing solutions that push innovative boundaries. You'll work closely with the Executive Director (ED) to strategize and develop long-term plans that usher in new levels of productivity and success at ALLMemphis.

Responsibilities and Essential Functions

Organization Growth and Development

- Assist the ED to develop new growth opportunities within the organization. This includes (but is not limited to) identifying markets where ALLMemphis can expand, identifying internal capacity needs to launch curriculum software and training center, and working on budgetary needs for future growth.
- Support the actualization of the growth and vision for ALLMemphis.
- Work with the External Relations Manager to identify new grant opportunities to support revenue goals.

Daily and Monthly Responsibilities

- Small caseload of supervisory responsibilities
- Ensure ALLMemphis's priorities towards Diversity, Equity, and Inclusion (DEI) are realized within policies and procedures of the organization. This includes (but is not limited to) facilitating DEI professional development.
- Work with Directors and Managers to develop and maintain all current and future job descriptions.
- Develop human resources processes as it pertains to hiring processes. This includes (but is not limited to) creating systematic processes to hire new staff, developing organization-wide onboarding processes, and overseeing new hire onboarding in conjunction with appropriate Directors and Managers.
- Assist with implementation of our employee engagement software.
- Develop procedures for employee feedback, annual reviews, and growth goals. This includes (but is not limited to) creating a timeline for evaluation and managing the completion of staff evaluations and facilitating training on Crucial Conversations to promote staff belongingness.

- Help plan, organize, and facilitate staff retreats.
- Identify conferences and opportunities to promote ALLMemphis, Ditto Literacy, and our accredited training classes.
- Work with external data partners to promote student successes in literacy related to teacher participation with ALLMemphis.

Other Team Duties

- As needed to contribute to the overall needs and growth of ALLMemphis. These may include (but are not limited to):
 - Work with ED to understand vision and develop new initiatives and strategic activities
 - When solicited, give feedback to the ED on potential subordinate staff
 - Participate in networking/community events
 - Work with the External Relations Manager to identify prospective markets
 - Additional instructional activities as identified by the ED

Required Qualifications:

- Master's Degree in business or 3 years of experience in a director level position
- Strong leadership skills
- Experience working with diverse populations and stakeholders
- Self-motivated and high degree of initiative
- Strong attention to detail
- Ability to work independently, tackle communication, and maintain accountability for self and others
- Desire to work with a high-performance, collaborative, constructive peer group
- Commitment to ALLMemphis' mission and values, as well as a passion for educational equity

Desired Qualifications

- Experience in the field of education and knowledge of K-2 foundational literacy needs
- Experience with budget and business plan development
- Proven ability to develop innovative solutions for increased productivity
- Superior negotiation skills in both internal and external settings

To apply, please send a one-page cover letter & resume to the Executive Director, Krista Johnson (kjohnson@allmemphis.org) with 'Director of Operations' in the subject line. We will be reviewing applications and conducting interviews on a rolling basis beginning January 3rd, 2022. ALLMemphis celebrates diversity and does not discriminate on basis of race, religion, sexual orientation, ethnic or national origin in admission or in any other activities or programs.

ALLMemphis is proud to be an equal opportunity employer. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. There is more work to be done but with the contributions of our employees, partners, and community we can build an inclusive culture that celebrates the diverse voices that make our Memphis community so powerful.