



DIRECTOR OF OPERATIONS JOB DESCRIPTION FULL TIME, IN PERSON, DALLAS, TX

Who We Are

United to Learn (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 75 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

The Role

United to Learn's Director of Operations supports United to Learn's mission and programs by maintaining the quality, productivity, and efficiency of the organization through accurate, detailed policies and general operational support. This role is responsible for the overall financial operations of the organization, coordination of all IT functions and management of United to Learn's work environment. Additionally, The Director of Operations will liaise with external service providers including auditors, bookkeepers, and technology providers.

Our values underpin everything we do. The Director of Operations is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

Reporting Structure

The Director of Operations reports to the Chief Operations Officer and has management responsibility for all financial and accounting reporting, budgeting, and overall office operations. The operations team includes an HR/Office manager and a Director of HR. Collaboratively, this department supports the overall efficiency and effectiveness of the organization.

Essential Competencies

Functional Excellence

- Maintain financial systems to ensure accurate monthly, quarterly and annual reporting
- Ensure timely reporting including cash-flows, bank reconciliations, P&L and Balance Sheet
- Manage Account Receivable process in coordination with Advancement team; manage reconciliation of accounting and advancement systems
- Manage Accounts Payable process, including maintaining accurate backup in relevant systems
- Manage annual budgeting process and ongoing reporting, working closely with team to ensure accurate forecasting
- Oversee bi-weekly payroll processing including employee expense reimbursements and retirement account deposits
- Manage annual financial audit and 990 tax return filing
- Oversee new technology purchases, including replacements, upgrades and new purchases
- Support team with all databases and technological tools available, including Salesforce and Asana
- Coordinate organization-wide contracts, forms, waivers, etc. to ensure consistency and accuracy

Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Advanced knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Advanced knowledge and ability to teach others about Dallas public education sector and collaborative organizations

Project Management

- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Contribute to project vision and goals; oversee project plan and team members for timely completion across workstreams
- Promote consensus among organizational stakeholders when proposing new initiatives; provide leadership and critical analysis when reviewing project plans

Communication

- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports to varied internal and external audiences
- Use discretion while communicating sensitive information

Relationship Management

- Demonstrate effective interpersonal skills, and build trust and belonging internally and externally
- Develop own senior level network of contacts and coach others on how to build and maintain a network of contacts internally and externally

People Development

- Oversee, coach, and manage direct reports; provide strategic guidance and performance feedback; maintain regular 1:1s; deliver timely mid-year and year-end conversations
- Take a leadership role in recruitment, retention, and management of talent within function and within organizational budget, in collaboration with function chief and HR
- Provide decision making support to ensure project timelines are met and direct reports are encouraged to achieve established goals
- Set and exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers

Technical Excellence

- Lead and oversee Operational data analysis
- Challenge assumptions and ask questions to evaluate data
- Critically examine all initiatives and programs with eye toward improvement
- Identify critical messages from research and data analysis for compelling storytelling
- Advanced knowledge of Google Suite and MS Office products, Salesforce, QuickBooks Online, Asana

Ideal Candidate Qualifications

- Hold a bachelor's degree with 10 years of experience in nonprofit finance and accounting, or similar experience
- Deep knowledge of QuickBooks Online; experience with Salesforce and related accounting software is a plus
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs.
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Compensation and Benefits

As a full-time employee, the Director of Operations will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, please email a cover letter and resume to careers@unitedtolearn.org.