



Position: Manager, Operations
Location: Remote
Employment type: Full-time, Exempt
Reports to: Senior Manager, Operations
Direct Report(s): None

Mission

EdReports.org is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports.org is both disrupting a multibillion-dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high quality materials, EdReports.org publishes free, online, evidence-rich reviews of instructional materials.

Purpose of Position

The Manager, Operations reports to the Senior Manager, Operations and serves as an integral member of the operations team. The Manager, Operations is responsible for supporting business operations of the organization and providing exceptional support to EdReports.org's staff. This position provides a unique opportunity for an independent thinker who has strong organizational and project management skills, enjoys sweating the details without losing sight of the big-picture, and wants to contribute to the success of a growing organization.

Key Responsibilities

Overall Organization Support – 60%

Event Management – 45%

- Maintain forms, tools, and templates for event requests;
- With the support from the Senior Manager, Operations, coordinate all facility and travel logistics planning for trainings, retreats, etc. including working with EdReports staff and travel agent to confirm location, travel, and lodging arrangements, catering, audio/visual needs, and collaborate with EdReports event lead when applicable;
- Manage the procurement process for event supplies purchasing and coordinate with EdReports event lead when applicable;
- Join close out calls with Senior Manager, Operations and EdReports event leads to share event actuals, provide and receive feedback, and document things to consider for future event planning;
- Establish and maintain relationships with event vendors to ensure the best experience for staff and attendees; and
- Manage the purchase and distribution of EdReports branded items which includes the identification of vendors and stakeholder communications for feedback and approval.

Organization Support – 15%



- Manage the procurement process for organizational vendors, new hire supplies, etc. and coordinate with other coordinators when applicable; and
- Support day-to-day operations for the organization.

Operations – 40%

Operations Support – 15%

- Maintain calendaring and meeting agendas for Operations Team; and
- Support Operations Team in the creation of staff training guides on operational policies and procedures.

Technology – 15%

- Monitor and support staff with communicating recurring technology issues with IT vendor;
- With support from Senior Manager, Operations, identify adequate computer hardware and software for staff;
- Coordinate with external tech vendor to maintain accurate inventory of devices and manage the Computer Refresh Procedure; and
- Manage the procurement process for new hire equipment.

Employee Life Cycle Systems Management – 10%

- Maintain the onboarding system checklist to ensure all new hires are provided access to all EdReports systems and tools;
- Maintain tech/systems-related email templates, one-pagers, resources etc. that are used in the onboarding/offboarding process;
- Work with Hiring Manager and Human Resources Manager to ensure all steps in the offboarding process have been completed;
- Mail work anniversary gift cards and staff appreciation gifts when applicable; and
- Maintain an accurate and up-to-date staff contact list.

Travel

National travel will occur related to organizational needs and for professional learning, as needed. Amount of travel will be monitored to ensure it is appropriate for both the organization and the Operations Manager.

Qualifications

- Passion for the EdReports.org’s mission and vision;
- A minimum of three years of professional experience in project and event management or similar role (educational or nonprofit setting preferred);
- Demonstrated record of strong written and verbal communication with various audiences;
- Professional experience with systems management, particularly with supporting multiple staff;
- Experience managing project logistics and improving organizational processes;
- Fluent in online platforms (MS Office suite, Google suite, Salesforce preferred); and



- Bachelor's degree preferred, but not required.

Benefits:

- We offer a highly competitive benefits package for eligible employees that includes PTO, prorated to start date, of 4 weeks of vacation per calendar year, 3 personal days, and unlimited sick time; medical, dental, and vision insurance; short and long-term disability insurance; life insurance; 401(k) retirement plan, a whole host of ancillary benefits, and thirteen (13) paid holidays.

Salary:

- The range for this position is \$65,000 - \$78,000 annually. At EdReports, in setting a final offer for a position, we consider the experience and skill of the candidates while striving to maintain equity in our compensation bands. For this and other reasons, our salary offers are non-negotiable.

We Value All Voices:

- EdReports is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live, work, and serve. As such, all employment decisions at EdReports are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran or disability status, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.