

Operations Manager



Imago Dei Middle School

Imago Dei is a small, independent, tuition-free private school in downtown Tucson, Arizona, offering grades 5-8 for children from low-income families. Imago Dei provides small class sizes, individual attention, and an extended school day, week, and year. We are dedicated to breaking cycles of poverty through education, and never give up on a child. Imago Dei is a tax-exempt non-profit organization.

Position Overview

Imago Dei Middle School is searching for an experienced, reliable Operations Manager to join our administrative team. The Operations Manager will report to the Head of School, and work alongside the Director of Development, Director of Finance and Head to support the needs of school Leadership and manage the physical resources of the school.

Essential Functions

Essential Functions may include the following tasks and skills, and will be carried out in conjunction with the Leadership Team.

- Assist Head of school in managing administrative and communications functions of the school to include:
 - Communication with staff, faculty, board, donors, and community partners and stakeholders
 - Oversee the creation, production, and distribution of marketing and admissions collateral, annual reports, and other public information
 - Support data collection processes and build and maintain related reporting structures, internally and externally.
 - Update website, social media, and other materials or publications as necessary.
- Maintain administrative resources and ensure Administrative departments and the Leadership Team have access to necessary materials, data, information, and tools.

Operations Manager

- Assist the Head of School in managing any facility maintenance or improvements, including communication with vendors and contractors, and overseeing facility schedule.
- Support logistical planning and implementation of school events, i.e., graduation, family dinners, camp, etc..
- Communicate clearly and enthusiastically with all staff and stakeholders.
- Other duties as assigned.

Qualification Requirements

- Proven success in a senior operations role, preferably with a board driven organization.
- Proficiency with the Google Suite, Microsoft Suite, remote meeting software and apps, and a high level of tech proficiency in general. Proficiency with Mac ideal.
- Demonstrated leadership qualities – organizing people and processes.
- High ethical standards.
- Outstanding communication skills: capacity to communicate clearly and effectively with diverse stakeholders in both oral and written forms.
- The ability to work collaboratively with all school community members.
- Keen analytical skills and a detail-oriented work style.
- Capacity for adaptation in fast-paced environment
- Commitment to equity and a belief in the school's mission
- AZ Fingerprint Clearance Card and clean background check.
- ***All school employees must be fully vaccinated against COVID-19, and must be willing to participate in the school's regular testing program.***
- *Spanish Fluency Preferred*

Compensation

- Full-Time exempt position - compensation range - 50k to 65k, based on qualifications
- Medical, dental, and vision benefits
- Retirement plan – 403(b)

Please send letter of interest, resume and references to c.taylor@imagodeischool.org

For more information on the school, visit imagodeischool.org

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