



## **ASSOCIATE DIRECTOR, FINANCE, FACILITIES, AND OPERATIONS**

### **POSITION OVERVIEW**

This is an amazing opportunity for a dynamic, high-energy, hard-working leader to join a nationally recognized K-8 school. We are seeking a leader who can work closely with the Executive Director, leadership team, and talented team of teachers to drive the continuous improvement of learning at The Exploris School in downtown Raleigh. The Associate Director, Finance, Facilities, and Operations will have primary responsibility for ensuring the smooth operation of financial systems, operations procedures, and facilities management.

### **Key Responsibilities:**

- Work with Admin team to ensure the finance, facilities, and operations environment supports the overall mission of The Exploris School
- Monitor the effectiveness of the finance, facilities, and operations environment of the schools and propose changes to Executive Director when deemed necessary.
- Oversee the vendor selection, evaluation, and procurement process of goods and services.
- Manage vendor contracts for grounds, custodial services, security, and technology
- Work with external vendor to manage e-rate application, development, and submission process.
- Work closely with CEO in development of operations items which require Board approval
- Manage the implementation of the new Weighted Lottery, application, and enrollment process using School Mint
- Oversee and manage the Lunch Program vendors, financials, and funding required to support Free & Reduced Lunch Program, and scholarships
- Oversee tracking and develop invoicing of Local Funding from 4 Counties
- Capital Campaign/Annual fund financial management, tracking, and reconciliation with Donor Perfect system, and School Foundation bank statement reconciliation
- Oversee Before and After Care program, registration, invoicing, and tracking
- Work with external vendors to provide operational support for facilities and technology to support staff and students
- Oversee the licensure application and renewal process for all staff
- Support the Executive Director with the development of the school budget process
- Identify and work with staff to apply for and comply with grants to support school initiatives
- Acts as a Liaison on all Facilities and Finance issues on property and casualty claims.
- Ensures adherence to proper safety procedures, state, federal, and DPI requirements.
- OTHER DUTIES AS ASSIGNED



## REQUIREMENTS:

Bachelor's or higher in Accounting, Finance or related field of study from an accredited institution. At least 2+ year's School Operations or Business Management experience required. Experience in an educational environment preferred. Excellent strategic thinker with an entrepreneurial spirit that can maximize available resources using a strong financial and business acumen to drive decision making process. Strong interpersonal and communication skills, including the ability to cultivate partnerships, build consensus, and coordinate activities across teams at multiple locations. Must maintain confidentiality at all times. Knowledge and practical experience beyond basic bookkeeping. Knowledge and practical experience using MS Word, Excel, PPT, and Google Docs. Knowledge of Linq, Power School, School Mint, and Donor Perfect system a plus. Ability to work independently and make decisions in accordance with established policies and regulations. Ability to multitask and remain calm in fast-paced environment.

## SALARY & BENEFITS

This is a full-time position with compensation commensurate with experience and qualifications. We also provide competitive health, dental, disability, and retirement benefits.

## TO APPLY

Please submit your application to [employment@Exploris.org](mailto:employment@Exploris.org)