



Operations Manager

- Job Description -

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education. Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position

The Operations Manager will organize and administer office procedures for The Hunt Institute. The position also supports office operations of The Institute, including drafting and reviewing MOU's managing vendor relationships, and coordinating insurance renewals. Complete oversight of IT contract with external vendor. Ensure all operations are carried on in an appropriate, cost-effective way, Improve operational management systems, processes, and best practices

The Operations Manager will have a sharp business mind and proven success managing multiple projects. The Operations Manager will bring experience in finance and IT management. Additionally, the Operations Manager will display a proven ability to develop and maintain an environment of trust, diversity, and inclusion within the team. The ultimate responsibility will be to increase our operational efficiency in the Finance & Operations team. The ideal candidate will be based out of The Institute's Cary, NC office.

Responsibilities

- Maintain constant communication with leadership, staff, and vendors to ensure proper operations of the organization.
- In conjunction with the Senior Director of Finance & Operations (SDFO) develop and implement and organizational Purchasing Policy.
- Support SDFO and the Director of Finance with assembling and providing all necessary materials for annual audit and tax return preparation including schedules and accompanying forms.
- Draft and review MOUs, consultant contracts and external vendor contracts.
- Coordinate annual insurance renewals, including business liability and Directors & Officers insurance.

- Manage relationships with office service providers such as building maintenance, IT managed service provider, and equipment vendors.
- Serve as a “resource support” for Monday.com and other software platforms
- Complete oversight of office operations including office seating/assignments and make any necessary adjustments needed due to staffing changes.
- Complete oversight of the IT system and monitoring and tracking of tickets with outside vendors.
- Support Human Resources Manager with tasks such as submitting job postings and candidate screenings as needed.
- Support the HR Manager and Internship and Belk Impact Fellows Program Manager with processing The Hunt Institute interns and John M. Belk Impact Fellows, including review of resumes, scheduling of interviews, offers, onboarding, schedule monitoring, and time sheet processing.
- Serve as backup to the Executive Assistant.
- Other duties as assigned.

Qualifications

- Commitment to The Hunt Institute’s mission and vision, alongside a passion for challenging entrenched systems of educational inequity and bettering public education for all children.
- Bachelor’s degree required. Degree in operations management, business administration, or related field preferred.
- Experience in effectively providing proactive insights and guidance to senior leadership team.
- Ability to maintain confidence in all sensitive matters (i.e., employee relations, pay, etc.).
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- Ability to handle multiple assignments and meet deadlines.
- Ability to pay attention to accuracy and detail while thinking broadly.
- 3+ years’ proven experience in an operations management position.
- Strong budget development and oversight skills.
- Excellent ability to delegate responsibilities while maintaining organizational control of agency, and customer service.
- Highly trained in business negotiation processes.
- Knowledge of general business software and aptitude to learn new applications.

Ideal candidates will also demonstrate:

- Proficiency in Word, Excel, and PowerPoint
- Ability to build positive working relationships with multiple levels of employee and leadership

- Thorough understanding of the importance of confidentiality, professionalism, and company values
- Excellent written and verbal communications skills
- Ability to prioritize in a fast-paced multi-task environment and work with minimal supervision.
- Ability to work effectively in a team environment
- Self-starter with a positive attitude
- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Constant seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to The Hunt Institute’s mission, vision, financial stability, and success.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

*To apply: Please submit cover letter, along with a résumé or CV, and a writing sample (no more than five pages; sections from a longer paper can be submitted) to applicant@hunt-institute.org with the subject line “Last Name – Operations Manager.” No phone calls, please. **Priority will be given to applicants who apply by June 13, 2022.***