

Senior Director of Operations

Organization Description:

The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, FL. Our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to create programming, which meets the needs of students and teachers in Alachua County.

The Position:

The Senior Director of Operations is responsible for leading the day-to-day operations of the Education Foundation of Alachua County, ensuring organizational effectiveness, efficiency, and alignment with strategic priorities. This role oversees internal systems, resource management, and operational planning to support high-impact programming and sustainable growth.

The Senior Director of Operations evaluates organizational performance, implements process improvements, and drives initiatives that enhance staff productivity and program outcomes. Working closely with the Executive Director, this position also supports donor engagement and stewardship efforts, helping to strengthen relationships with funders and community partners.

This role serves as a key liaison to stakeholders, including Alachua County Public Schools staff, board members, donors, and the broader community, ensuring strong collaboration and the seamless execution of the Foundation's mission and programs.

Responsibilities:

The Senior Director of Operations will:

- Oversee daily operations of the organization, including staff supervision and workflow management.
- Strengthen organizational effectiveness through improved operational processes, staff capacity, and financial performance of programs, grants, and events.
- Stay informed on nonprofit and education trends in Florida through ongoing professional development.
- Support donor management by maintaining records, tracking contributions, and assisting with reporting and stewardship efforts.
- Oversee the Senior Scholarship and Catalyst for Change programs, ensuring strong partnerships, strategic alignment, and completion of grant deliverables.
- Monitor financial performance, including donation reports, budgets, and program profit and loss.
- Support organizational communications and collaborate on marketing materials and content across platforms (website, newsletters, press releases, annual reports, and events).
- Align Foundation programs with school district initiatives and build partnerships to expand services in collaboration with program leadership.
- Conduct data-driven evaluations to identify improvements and support strategic planning and goal setting.
- Develop compelling storytelling and content by gathering insights from stakeholders to support fundraising and communications efforts.
- Plan and execute fundraising events and campaigns, and support donor cultivation, solicitation, and stewardship in partnership with leadership.

- Ensure compliance with all state, federal, and grant requirements, including timely submission of reports and documentation.
- Support hiring, onboarding, and training of staff in collaboration with leadership.
- Assist in developing and managing the annual budget and operating plan.
- Coordinate meetings, agendas, and leadership priorities.
- Represent the Foundation at community events and deliver presentations as needed.
- Perform other duties as assigned by the Executive Director.

Core Qualifications:

- Minimum bachelor's degree required.
- Minimum five years' work experience in nonprofits, education, and/or management.
- Strategic thinking and exceptional communication skill
- Experience in managing teams and budgets
- Must have ability to attend overnight conferences within the state of Florida (2-4 times per year) and be available in the evening and on weekends as required.
- No criminal history and able to pass background check
- Have access to adequate transportation to attend off-site meetings and functions on a regular basis.

Employment Eligibility:

- All offers of employment at The Education Foundation are contingent upon clear results of a thorough background check as required by federal, state, and local agencies.
- Work Environment: Employees work in classroom, office and school environments and engage in occasional travel to monthly training and service activities. The employee is frequently required to stand and sit for extended periods.
- Proof of employment eligibility as required by law.
- Proof of any diplomas or degrees indicated as a core qualification.

As an equal opportunity employer, The Education Foundation of Alachua County and Take Stock in Children hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

Education: Bachelor's Degree or higher

Supervisor: Executive Director

Compensation: \$65,000 - \$75,000