

## **THE OPPORTUNITY**

New Schools for Baton Rouge (NSBR) is a nonprofit organization founded in 2012 to ensure every student in Baton Rouge has access to an excellent school, inspiring all students and preparing them for success after high school. NSBR works with families, school partners, and community leaders to identify citywide needs in education, then provides grants and develops strategic partnerships to address these needs. NSBR fundraises, nationally and locally, to enable these investments in the city. NSBR has invested \$85 million to support students, families, and schools. The organization is poised to continue supporting the city at this scale in the coming years.

## **ROLE AND RESPONSIBILITIES**

The Operations Manager plays a pivotal role in ensuring the smooth functioning of NSBR's executive office and organizational operations. Reporting directly to the Chief of Staff, this role provides critical support in board management, human resources, onboarding, operations budget oversight, development/fundraising projects, and organizational systems. The Operations Manager will also coordinate the employee calendar, ensuring alignment of annual organizational priorities and events.

This position is ideal for a detail-oriented professional who thrives in a fast-paced environment, enjoys building efficient systems, and wants to contribute to the success of an organization making a citywide impact. On a daily basis, this role spans four key areas of responsibility:

1. Board and External Support,
2. Talent & Operations,
3. Budget & Development, and
4. Planning & Alignment

### **Board Governance and External Support (30%)**

- Partner with the Chief of Staff to manage board and committee meetings, including scheduling, materials preparation, logistics, and follow-up.
- Maintain board records, minutes, resolutions, and compliance documentation.
- Serve as a point of contact for board members and external stakeholders.
- Support the Chief of Staff and leadership team in preparing school portfolio updates for board meetings and strategic planning.
- Maintain accurate and updated records of school profiles, in coordination with teams

### **Talent, Culture, and Team Operations (25%)**

- Lead onboarding and offboarding processes, including documentation, technology setup, orientation, and cultural integration. Evolve these processes over time to meet the ongoing needs of the organization.
- Support recruitment logistics, including scheduling, candidate communication, and reference checks.
- Maintain personnel files and assist with HR policy implementation and compliance.

- Manage day-to-day office operations, including coordinating with building management, supplies, vendor relationships, and office technology.
- Support planning and execution of organizational events such as school site visits, board/committee meetings, community convenings, and team retreats.

#### **Development & Resource Management (25%)**

- Support the Chief of Staff in managing the operations team budget, including expense tracking, vendor invoicing, reconciliation, and monitoring budget-to-actuals.
- Provide regular budget updates to the Chief of Staff and ensure operational spending aligns with organizational priorities.
- Provide project management support for development activities, including tracking deadlines, donor communications, and fundraising events.
- Coordinate with the development team to ensure fundraising campaigns, proposals, and stewardship activities are executed on time and with accuracy.
- Support donor-related events and activities in partnership with the Chief of Staff and development staff.

#### **Planning, Calendars, & Organizational Alignment (20%)**

- Maintain and update the organization-wide employee calendar and employee portal.
- Build out annual organizational dates and milestones across the team (board meetings, fundraising activities, events, and school partner engagements) and ensure processes to regularly update across the year.
- Ensure alignment of calendars with strategic priorities and provide reminders for key deadlines.
- Manage event logistics including venues, catering, materials, and technology needs.

#### **Knowledge, Skills, and Abilities**

- Minimum 2-3 years of relevant professional experience; event planning experience preferred
- **Problem Solving:** Proven ability to anticipate needs, troubleshoot issues, and offer practical solutions
- **Organizational Excellence:** Exceptional organizational and planning skills, with demonstrated experience in event coordination and project management.
- **Customer Service Mindset:** A customer service-oriented approach to supporting senior leaders, team members, and external stakeholders.
- **Attention to Detail:** Sharp attention to detail with the ability to simultaneously manage multiple projects and priorities.
- **Adaptability & Flexibility:** Ability to thrive in a deadline-driven, fast-paced, and ever-evolving work environment.
- **Communication Skills:** Strong written and verbal communication skills, including composing clear and compelling messages.
- **Tech Savvy:** Proficiency with Microsoft Office Suite (Outlook, Excel, Word) and Google Workspace (Drive, Gmail, Docs, Sheets, Slides, Calendar, etc.).
- **Availability:** Willingness to work flexible hours, including evenings and weekends, as needed.

## WORK DEMANDS

- Willingness to live in Baton Rouge or surrounding communities
- Willingness to work some weekends and evenings
- Occasional travel across the United States
- Ability to travel locally to various school sites and external partner organizations both during and after typical work hours

## COMPENSATION

This full-time position offers competitive compensation commensurate with experience and qualifications. The salary range is \$70,000 - \$85,000. NSBR also provides a comprehensive benefits package that includes individual health and dental insurance, paid time off, and a 401(k) plan with company-matching contributions.

## APPLICATION

The priority deadline to apply for this role is **Friday, September 26th at 5pm CT**. Applications will be reviewed on a rolling basis after this deadline; however, applicants are encouraged to apply as close to this date as possible, as the application may close at any time following this date.

**To apply**, please complete the application form [here](#). If you have any questions, please reach out to [dana@newschoolsbr.org](mailto:dana@newschoolsbr.org).

In the application form, you will be asked to answer the following questions [300 words or less per question] in lieu of a cover letter:

- 1) Why is the Operations Manager role at NSBR the right next step for you, and why are you uniquely qualified for this role?
- 2) Describe a time when you managed multiple projects at once. What structure, systems, or strategies did you use to stay organized and ensure success?
- 3) What aspects of operations excite you the most and why?

*NSBR is an Equal Opportunity Employer and upholds the principles of equal employment opportunity for all employees and job applicants. NSBR makes employment-based decisions, including, but not limited to, recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer and termination, without regard to race, sex, sexual orientation, gender, gender identity, color, age, national or ethnic origin, pregnancy, ancestry, marital status, veteran status, military status, disability, religion, genetic trait or information, or any other legally protected status or characteristic under federal, state, and local law.*