
Director of Operations
Improving Education
1794 Union Ave.
Baltimore, MD 21211

About us:

At Improving Education, we work to improve educational systems by harnessing the creative power of individuals to develop, test, and implement innovative and efficient solutions to complex problems in education. Using rigorous quality improvement processes, our 4 initiatives (Bedtime in a Box, The iFellowship, Learning in a Box, and Networked Improvement Communities) work in different aspects of the birth through career spectrum to improve outcomes for students and the community. We design, test, and implement new ways to solve systemic problems in education and health.

Beginning in 2015, Improving Education has grown from an organization working with 4 schools and 75 students to a thriving non-profit engaging with hundreds of teachers and over 25,000 children in multiple states. We have hubs in Baltimore and Denver, which allows us to have a national reach with many of our services, but a local connection to the communities we serve. Our FY21 budget of \$2.1 million represents multiple lines of programming focused in Baltimore and Denver with satellite services in communities across the country. Improving Education is poised to grow rapidly as increased demand for programming increases in urban and rural areas across the country and the COVID-19 pandemic has allowed for new investments in ideas to improve education and health for children living in poverty.

General description:

The Director of Operations will manage the day to day operations, supply chain, and distribution of materials to the community. This includes purchasing, distribution, and warehouse logistics for our Bedtime in a Box and Learning in a Box programs and supporting the day to day operations of teams within the organization. The role is key to the long term success of the organization and will report directly to the CEO with whom they will work closely. The position requires detailed organization, experience organizing and managing supply chain, and developing and utilizing systems to track inventory and improve productivity to serve more children and families.

Specific responsibilities:

- Develop and execute system improvements to general program operations.
- Improve the sourcing and purchasing of bulk supplies and materials.
- Improve general operations of the organization relating to specific programs that rely heavily on collaborations with other organizations, suppliers and businesses.
- Collaborate with team members in Baltimore and Denver on specific projects in conjunction with school districts or organizations serving children.
- Anticipate and plan for increased volume while managing the day to day inventory and systems of inventory and distribution.
- Advise on the identification of, and support the use of, new tools that help the organization manage progress and track growth toward goals.
- Other duties as required by the organization or requested by the CEO

Work experience requirements:

We are looking for someone with significant experience in supply chain management, dealing with sourcing, warehousing, and distribution. This includes experience working with executive leaders to create and improve systems. Additionally, experience supervising warehouse and other operations staff is important.

- 5 or more years working in a supply based organization sourcing and distributing products
- Demonstrated experience with supply chain management, and developing improvements to systems and processes for improved efficiency
- Minimum of 2 years working in a leadership role within an organization with significant supply and distribution operations.
- Experience collaborating with multiple organizations working toward a common goal.
- Experience managing others.
- Knowledge of Quality improvement, Six Sigma, or other improvement oriented processes.

Education requirements:

- Bachelor's Degree in business, non-profit management or related field

Other requirements:

- Support warehouse personnel and packing of program materials
- Must be able to lift 25 pounds

Location:

Baltimore, MD (Local travel required)

Some travel may be required nationally to partner sites, or our Denver site

Duration: This is a full time position.

Benefits:

Compensation is commensurate with experience and qualifications.

Comprehensive benefits package included - Health, Dental, Vision, Life and Disability Insurance
401(k) with company match

How to apply:

Email your resume, cover letter, and salary requirement to jarrod@improvinged.org