World Savvy is a leading national education nonprofit working to transform teaching, learning, and culture in K-12 public education so all students can learn, work and thrive in our rapidly changing world as globally competent citizens.

World Savvy is unique in the field for our systems change approach that holistically supports the integration of global competence into student learning, teacher training and capacity, and school and district leadership. We are growing and have offices in Greater Minneapolis / St. Paul (largest) and San Francisco. Learn more at www.worldsavvy.org.

Mission: World Savvy educates and engages youth to learn, work, and thrive as responsible global citizens.
Vision: As the leading provider of global competence education, World Savvy envisions a K-12 education system that prepares all students with the knowledge, skills, and dispositions for success and active engagement in the global community.

World Savvy is an ambitious organization with big ideas and tenacious growth goals. Our culture is one of optimism, authenticity, joy, and learning. World Savvy is deeply committed to Diversity, Equity, Inclusion, and Justice in our programming and workplace. As we grow, we will intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. World Savvy seeks individuals who are Black, Indigenous, and People of Color to apply.

POSITION SUMMARY:
We are looking for a full-time Executive Director of Operations and Administration (EDOA) to join our team. We are working primarily in a hybrid environment due to the pandemic, which may shift in the coming months. We are open to a remote employee for this role, however we will prioritize someone in the Greater Minneapolis/St.Paul area. This position reports to the Chief Executive Officer (CEO) and is a member of the executive leadership team.

This position will oversee the day-to-day operations, systems development, and the following work areas: data quality and Salesforce, human resources, administration, legal reviews, facilities, and partners closely with finance to ensure the core infrastructure and administration of World Savvy is solid and the CEO and Chief Program Officer (CPO) have the resources and tools needed to reach significant growth goals.

The EDOA role will be great for a seasoned professional who has knowledge of the K-12 education and nonprofit sectors. The EDOA will oversee the design and implementation of major organizational initiatives which advance the mission and growth goals, including but not limited to strategic planning and operational planning.

The EDOA will liaise with all departments across the organization and Board of Directors to ensure the smooth operation of our multisite, multistate organization (currently including CA, NY, MA, MN).

This position currently has two direct reports: Senior Associate of Human Resources Administration, Senior Associate of Data Quality and Operations, and oversees the work of three consultants in technology operations, bookkeeping, and human resources. The EDOA’s team will grow significantly over the next 1-3 years commensurate with our organizational growth goals.
OUR VALUES:

- We do the best work possible in service of our mission.
- We believe collaboration is essential.
- We see people as whole human beings.
- We intentionally grow and change.
- We lean into complexity when it’s called for.
- We believe big things are possible, whether that’s our mission or the project on the table.
- We notice and disrupt exclusionary patterns.
- We bring hope, joy, and a sense of aspiration into all that we do.

Schedule: Full-time exempt position  
Salary range: $122-135K  
Projected Start Date: Jan. 10, 2022  
Application Deadline: Open until filled with priority consideration given to applications received before Dec. 8, 2022  
Location: Greater Minneapolis / St. Paul Area preferred, a remote candidate may be considered  
Travel Requirements: Depending on public health conditions there could be approximately 10% local and 20% national travel  
Work Environment: World Savvy has two offices one in the Bay Area of California and our headquarters in Minneapolis, Minnesota. World Savvy is a hybrid work environment and work location and requirements vary by role and task. This position will be able to work remotely and will have task responsibilities that will require in-person and in-office work.

KEY RESPONSIBILITIES:

Human Resources (40%)  
- Work closely with CEO, Senior Associate Human Resources Administration, HR Generalist Consultant, and legal support to implement a high level HR strategy.  
- Further develop World Savvy’s human resources and talent management including administration systems and processes, enhancing professional development, compensation and benefits, onboarding, retention, performance evaluation, training, and recruiting.  
- Direct and partner with the Executive Director of Strategic Projects and Culture to integrate and further develop a strong culture of diversity, equity, inclusion, and justice across all HR functions, meetings, and activities of World Savvy.  
- Direct compensation planning and recruitment activities to ensure the infrastructure and knowledge is in place to develop a strong organizational talent structure, recruit talent, and onboard talent to ensure the success of World Savvy’s work.

Administration (50%)  
- Oversee administrative functions and Senior Associate for Data Quality and Operations ensuring efficient and consistent operations and facilities management as the organization scales.  
- Identify and integrate relevant technologies which enhance operational efficiency and programmatic growth and development. Source, strengthen, and support internal adoption and use of systems pertaining (but not limited) to:  
  - Client relationship management (we currently use Salesforce.com)  
  - Project management (we currently use Asana)  
  - Supporting Finance director to ensure training and compliance for expense tracking (we currently use Expensify)  
  - Day-to-day communication and scheduling (we use Google and Slack)  
- Liaise with legal counsel to ensure all appropriate legal documents and policies are current and in legal compliance. Manage contracting processes with prospective consultants, partners, and for World Savvy speaking/presenting opportunities.  
- Ensures technology needs including hardware, licensing and software for operations, and technology infrastructure that enables high quality work is in place and maintained for new and existing employees working with both Senior Associates and the technology consultant.
Manages lease agreements and facilitates negotiations identifying cost effective needs that meet staff activity and organizational needs.

Work closely and transparently with all third-party vendors and consultants.

Financial Management (10%)

- Work in partnership with the interim Chief Financial Officer and finance team to ensure that the monthly close process is functioning and the necessary and accurate financial reports are produced.
- Maintain internal controls in partnership with the Chief Financial Officer which operations and HR are responsible for including payroll, mail, and other operational key activities.
- Oversee part-time bookkeeper to complete all organizational bookkeeping (AP and AR), payroll, and financial record keeping.
- Effectively identify, communicate, and present critical financial matters to the executive leadership team and budget managers as a part of overseeing administration and operations.
- Update and implement all necessary business policies and practices with staff to ensure transparent and clear processes that create institutional knowledge.

QUALIFIED CANDIDATES MUST HAVE:

- A Bachelor’s degree and/or 8 years of experience in a similar role in a nonprofit or education setting.
- 8-10 years related experience with HR, Operations, and Administration.
- An entrepreneurial mindset and commitment to social justice.
- Excellent interpersonal and intercultural skills.
- Ability to work effectively in a collaborative team environment that is ethnically, culturally, and socio-economically diverse.
- Ability to use virtual and web-based tools to communicate and work with others in an online setting.
- Strong skills using CRM (like Salesforce), Microsoft Suite, Google Workplace, project management tools (like Asana, Monday, and Smart Sheets), and data analysis tools (like Microsoft Excel).
- Ability to analyze data from different sources, design reports, and draft presentations to share information with staff, leadership, and board.
- An ability to work in a fast-paced, deadline-oriented environment.
- Strong executing theme strengths with a desire to get things done and passion for clean data and clear processes.
- An ability to be a primary ambassador of World Savvy’s culture that aligns with the organization’s Cultural Principles.
- Strong writing skills.
- Solution-oriented approach, with excellent time management and organizational skills; strong attention to detail.
- Capacity to work in a space of ambiguity.

APPLYING FOR THE POSITION:

Please apply online at https://worldsavvy.bamboohr.com/jobs/view.php?id=35. If you have questions that would affect your interest in applying, please e-mail jobs@worldsavvy.org. Please include a resume and a cover letter that answers these two questions:

1. How your experience in HR, Operations, and Administration can contribute to this job role; and
2. How you connect with the mission of World Savvy.

A note about World Savvy’s commitment to anti-racism and recruiting:

In the past, we’ve used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the students, educators, and districts we serve. Like many organizations, we’ve recognized how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce for generations. Many things need to change, including the dialogue we have with job seekers. To that end, we share the following:
As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the students, educators, and communities we serve. This population is currently 50% or more Black, Indigenous, and People of Color (BIPOC). Recognizing the gap we have on our team, we’re seeking individuals who identify as a part of BIPOC communities to apply. We believe these life experiences and perspectives are critical, in particular, to advance our global competence work. At its core, this work is about teaching students to practice empathy, value cultural differences, consider multiple perspectives, and collaboratively problem-solve. In an increasingly divided world, this work is more important than ever, and its continued success hinges on modeling this ourselves, continuously learning and growing.

World Savvy COVID-19 Approach:
World Savvy is currently a hybrid work environment depending on role and tasks and reviewed on a periodic basis with staff provided 30 days of notification of any changes. Work environments may include: work from anywhere, work in person / office, and work in the community.

In accordance with World Savvy’s duty to provide and maintain a workplace that is free from known hazards, its commitment to health and safety, and the concerns of its community, we are adopting a mandatory COVID-19 vaccination policy to safeguard the health of our employees and clients. This policy will comply with state and federal law, and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable and as updated from time to time. As an eligible state and federal contractor, World Savvy will comply with the COVID-19 vaccination requirement for all federal contractors and continue to follow the CDC guidance as it relates to vaccinations and booster shots, reasonable accommodations will be considered on a case-by-case basis. World Savvy will ask for proof of vaccination as a condition of employment.