



## Director of Operations and Finance

### About Alma

Alma del Mar is a K-8 charter school whose mission is to put every one of our scholars on the **path to college** and to challenge them to be **service-minded leaders**. We do this by immersing our scholars in a highly demanding, highly supportive environment where they receive a content-rich education. We currently serve 412 scholars in grades K-8 and are growing to serve 450 scholars in coming years.

We're located in [New Bedford](#), a beautiful coastal city known for its history as the heart of the whaling industry and as a central hub of the abolitionist movement. This once prosperous city is now home to one of the lowest performing districts in Massachusetts. The majority of New Bedford's public schools are among the lowest performing 20% of schools in the state.

Alma gets **results** for kids. After fewer than three years at Alma, our scholars outperform their district peers in reading ability and surpass their suburban peers in mathematics achievement. In addition, we're known for being a highly **inclusive** school. Over 30% of scholars at Alma receive some additional academic or behavioral support. We serve a higher percentage of English language learners than our sending district and have been [nationally recognized](#) for our effectiveness in serving this population.

### Director of Operations and Finance Job Description

The Director of Operations and Finance reports to the Executive Director and is responsible for ensuring that our school team has the resources and support that it needs to be successful in providing our scholars with the absolute best education we can provide. As a key member of the Leadership Team, The Director of Operations and Finance coordinates the work of the major domains of the school (Operations, Academics, Culture). In leading the Operations Team, the Director of Operations and Finance oversees the effort to provide an exceptional level of support to our teachers.

The responsibilities for the Director of Operations and Finance will include, but not be limited to:

#### Management and Leadership

- Lead School Operations team
- Actively serve on and coordinate the work of the School Leadership Team
- Manage multiple direct reports

#### School Operations

- Develop, document and train staff in schoolwide and classroom operational systems and procedures
- Manage all calendars, staff schedules, space and resource assignments
- Oversee school safety systems and initiatives
- Plan and oversee school wide events like Expedition Night and Family Orientations
- Manage contracts for student services including transportation, nutrition, uniforms
- Oversee logistics for standardized testing (interim assessments, state exams, diagnostic tests)
- Oversee the collection, analysis and reporting of student academic and nonacademic data
- Work with HR provider to oversee systems for staff benefits and other HR needs.

**Budget and Finance**

- Oversee school financial controls, update and ensure compliance with fiscal policies and procedures
- Develop and manage school operational and capital budgets
- Prepare and present monthly financial statements

**Facilities and Technology**

- Oversee capital construction and maintenance
- Ensure that Alma has a safe, organized and well-equipped space
- Oversee technology and communications infrastructure and support throughout the school

**Compliance**

- Ensure compliance with state and federal regulations and manage checklist of compliance items for the MA DESE.

**Skills and Characteristics:**

- At least 3 years of operations management experience in a fast-paced, entrepreneurial environment
- Experience creating and managing budgets
- Experience working in or with high performing urban charter schools preferred
- Excellent written communication skills
- Unflagging positivity and a growth mindset
- Experience preparing financial statements and conducting financial analyses preferred

**Educational Background and Work Experience:**

- Bachelor's degree
- MBA preferred

**Compensation:**

Salary will be competitive and commensurate with experience. We will offer a comprehensive benefits package.

**To Apply:**

Please send your resume and cover letter to [apply@almadelmar.org](mailto:apply@almadelmar.org) with the position title in the subject heading. Only complete applications will be considered.

*Alma del Mar Charter School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. Inquiries concerning Alma del Mar's compliance with Title IX and other civil rights laws may be directed to the Executive Director at the address below.*

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