



Partner, Operations

About Us

[FuelEd](http://www.fueledschools.org) is a non-profit organization whose mission is to grow emotionally intelligent educators who build relationship-driven schools. Our vision is a world where educator training and support - and the very definition of an educator - is reimagined to prioritize educators' emotional intelligence, emotional health, and interpersonal skills. To learn more, visit: www.fueledschools.org.

About the Role

FuelEd is seeking a strategic senior leader to manage its overall business operations, ensuring coordination among the team, alignment of initiatives to annual goals, and the use of metrics that inform and encourage focus and optimize impact. Additionally, the Operations Partner will oversee all business, IT, and finance functions, as well as oversee and execute on key aspects of FuelEd's people/talent function. To fill this role successfully, you should be an expert with no ego: willing and able to roll up your sleeves and execute on key operational projects, while also serving as a strategist and a mobilizer across all domains of the organization's work. To be successful in this role, you will likely be flexible, direct, solutions-oriented, have strong analytical capabilities and excel at project management. You are a strategist who will utilize data to inform strategy and growth, lead end-to-end process execution, and cultivate collaborative relationships. To be successful in the role, you will have a keen interest in aligning and executing operational strategies within the context of FuelEd's unique culture and management model.

About the Fit

What makes FuelEd unique isn't just the work we do, it's how we do it: we identify as a [Teal Organization](#) utilizing [Holacracy](#) as our governance model. At FuelEd, we strive for all team members to be "owners of their work, not renters" so there are many opportunities for entrepreneurship, leadership, and ownership. We believe that growth occurs through honest and empathic relationships, and have built this into our team culture so that every member can reach their full potential. Happy and successful team members have passion for the cause and a desire to build a movement that can fuel schools with the power of relationships. Happy and successful team members possess abilities and enjoy opportunities to be flexible, take initiative, give and receive feedback, build relationships, wear multiple hats, and be challenged to grow personally and professionally. If this sounds like you, you may be a great fit for FuelEd! Learn more about FuelEd's culture [here](#) and our commitment to diversity, equity and inclusion [here](#).

Location: FuelEd Partners work fully remote anywhere within the United States.

The Responsibilities:

The Operations Partner will own operations functions for our small, but growing team which will include:

Strategic Leadership

- Serve as primary operations thought partner and advisor to FuelEd team
- Develop and optimize implementation of FuelEd's business strategies, plans, and policies
- Plan, coordinate, and execute the annual budget process
- Establish organizational performance goals and analyze data to improve performance and business growth

Business & Finance

- Oversee all operational functions and related vendors and independent contractors (including finance, IT, legal counsel, PEO, HR, and designers)
- Assess the current technology infrastructure and scope out the next level of information technology and financial systems to support the growth of the organization
- Utilize Hubspot to guide the day-to-day workflow of the team
- Streamline our internal and external communications, including knowledge management systems

- Oversee FuelEd’s financial operations, including but not limited to accounts payable, accounts receivable, cash flow forecasting, expense reimbursements, annual audit and tax filings
- Upgrade and implement an appropriate system of financial policies, internal controls, accounting standards, and procedures
- Effectively communicate critical financial matters with board of directors and audit team

People

- Develop and maintain scalable systems for all people management and development, including payroll, talent strategy, hiring, and related processes
- Own and instill a human capital development and growth-oriented coaching culture among team
- Launching, implementing, and refining the staff performance management process to measure and evaluate progress against goals
- Manage compensation and benefits plans and communicate important changes to employees
- Provide the logistical support to administer and maintain FuelEd’s cultural practices and professional development

Our Ideal Candidate Has...

- Passion for FuelEd’s mission of growing emotionally-intelligent educators and relationship-driven schools
- Bachelor's degree or equivalent experience, with additional minimum 5 years of relevant professional experience required
- Results-proven track record of leading the Operations team(s), strategic initiatives’ implementation, and financial management
- Financial acumen and project management experience as well as the ability to utilize data to develop strategic plans
- Strong communication, leadership, and analytical skills
- High self-awareness, emotional intelligence, and commitment to personal and professional growth as well as excellent interpersonal, listening, written and verbal communication skills
- A resourceful style with the ability to be flexible, collaborate effectively, take initiative, execute independently with minimal supervision, and manage and prioritize tasks and projects and enjoy working in a highly entrepreneurial environment.
- Familiarity with self-management, Teal, holacracy, and/or feedback cultures is a plus
- Willingness to embrace and actively support the [unique culture and values of FuelEd](#)
- Experience with Hubspot or a similar CRM
- Ability to thrive in a remote work setting.

Salary & Benefits

The salary range for this position is \$95,000-\$120,000, and will be determined based on prior experience and qualifications. Benefits include comprehensive health, dental, vision, 401K match, unlimited PTO and ample opportunity to grow into your best self through challenging work aligned with your strengths and powerful relationships with colleagues. We also invest in staff wholeness through counseling and wellness stipends, technology reimbursements, and childcare support.

We Value Diverse Perspectives

FuelEd is made better by the diverse experiences and perspectives of its employees. We value all diversity and evaluate applicants for employment on the basis of their qualifications without regard to race, color, religion, gender, gender identity or expression, national origin, age, sexual orientation, veteran status, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law.

To Apply: Please complete this [form](#). Applications will be accepted on a rolling basis.