



## **Position Description: Manager of Operations**

### **Organizational Overview**

The Mind Trust is taking a **bold, new approach to education reform**. Driven by results, we are strategically building a network of the nation's best education reform organizations here in Indianapolis. Together, these organizations, led by visionary education entrepreneurs, are already putting their ideas into action and working to transform our schools. The Mind Trust believes that aggressively growing these organizations is our community's most promising strategy to invest in real, lasting reform, and will speed up the day when all students, regardless of their circumstances, receive an excellent education.

### **Our Challenge**

Indianapolis students have fallen far behind their peers nationally and even further behind their peers around the world. Despite increased funding and innumerable efforts to bolster the existing system, our schools continue to fail too many students, especially the most economically disadvantaged. The cost to these students and our community is devastating. We need better ideas and bolder solutions.

### **Our Opportunity**

Mounting evidence shows that all students—no matter their background or circumstances—can excel under the right conditions. Today's education entrepreneurs are creating these conditions. They are attracting and retaining great teachers, building best-in-class schools, and redesigning how public education works.

That's why The Mind Trust is making Indianapolis the nation's best environment for education entrepreneurs—both new and established—to thrive. There is growing momentum: initiatives supported by The Mind Trust have already achieved impressive outcomes. Inspired by these early results, The Mind Trust remains committed to being the catalyst for the critical changes our educational system needs.

**Since 2006, The Mind Trust has invested more than \$25 million to advance the work of education entrepreneurs in Indianapolis and accelerate positive change.**

### **Our Mission**

*The Mind Trust's mission is to dramatically improve public education for underserved children by empowering education entrepreneurs to develop or expand transformative education initiatives.*



## Our Vision

Our vision is to give every child in Indianapolis a chance to succeed. To accomplish this we need:

- **A great teacher in every classroom.** Research shows that having excellent teachers three years in a row can help overcome the effects of poverty.
- **A great leader in every school.** Outstanding leaders provide the framework for school-wide success, so that every child in the school—not just individual classrooms—can excel.
- **An environment that fosters excellence and multiplies success.** To transform our schools, we need many pieces to come together to form a new dynamic in public education. The Mind Trust is purposefully building an integrated network of education entrepreneurs—a network whose collective impact will far exceed the sum of its parts.

## What We Do

- **Incubate and Invest.** The Mind Trust identifies and makes strategic investments in promising new ideas and proven national education reform organizations, building an engine to drive lasting change in schools across Indianapolis.
- **Champion and Support.** The Mind Trust ensures that education entrepreneurs thrive in Indianapolis by connecting them to local partners, clearing policy barriers, monitoring progress, and providing targeted assistance to overcome challenges.
- **Create Conditions for Excellence.** The Mind Trust partners with state and local officials to create the best environment for reform by supporting research on critical issues, advancing innovative solutions, and engaging policymakers.

We are a high-impact, fast-paced, outcomes-oriented organization. We operate in an entrepreneurial environment, maintain focus on quantitative measures, and are committed to continuous improvement. We are highly collaborative and team oriented, while also offering a flexible work environment.

## Position Overview

The Manager of Operations provides critical support to the ongoing work of The Mind Trust. As The Mind Trust continues to expand its impact across Indianapolis, the Manager of Operations will work collaboratively with all staff members to ensure the organization functions at the highest level. There are three primary areas of emphasis for this position: 1.) collaborating with an existing Operations Consultant, manage the finance and accounting functions, 2.) lead and support technology functions for the organization, and 3.) manage operational and administrative responsibilities in collaboration with internal staff, including special projects as needed. ***Superior organizational skills, attention to detail, and initiative are required for this position.*** Ability to lead and manage the technology needs of a staff of 11, in a Mac OS environment, is important. The exact duties for this position will vary and will depend in part on the experiences and skills of the successful applicant.



## **Position Responsibilities**

### ***Technology Support - 20 Percent***

- Lead and support The Mind Trust's office technology implementation, including accommodating flexible/remote work environment.
- Identify and implement new or modified technology processes to increase The Mind Trust's effectiveness and impact.
- Maintain master contact list for all external communications through Salesforce.com and Google Apps.
- Support implementation of Salesforce.com database management through maintaining accurate constituent relationship information and running reports in partnership with fundraising staff.
- Provide periodic updates and support to The Mind Trust's website and online donation system.

### ***Operations and Administration – 30 Percent***

- Monitor, collect and organize news articles and media mentions about The Mind Trust, its Fellows and its other projects.
- Support ongoing fundraising efforts by providing general research, tracking, and other assistance.
- Answer the telephone (as back up for office's Executive Assistant).
- Other operations and administrative duties depending on previous experience.
- Support and/or lead special projects across functions.

### ***Finance and Accounting – 50 percent***

- Invoice processing in coordination with The Mind Trust's Executive Vice President, Operations Consultant, and bookkeeper.
- Coordinate weekly interaction with The Mind Trust's bookkeeper regarding accounting functions.
- Assist the Executive Vice President and Operations Consultant with budget monitoring.
- Support The Mind Trust's Executive Vice President and Operations Consultant through regular review of financial reports including budget, monthly financial statements, and grant expense reports.
- Assist the Executive Vice President and Operations Consultant with preparation for annual financial audit and IRS filings, including management of electronic and paper files.

## **Requirements**

- Commitment to and enthusiasm for The Mind Trust's mission
- Close attention to detail and excellent follow-through
- Ability to manage priorities in an entrepreneurial, fast-paced environment



- Good judgment and strong initiative
- Strong communication skills
- Ability to create, monitor and maintain systems that enhance organizational efficiency
- Possesses a spirit of flexibility and a strong customer service ethic
- Must be able to get results through others and able to prepare superiors and peers to execute
- A demonstrated record of completing assignments
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue
- Exceptional personal responsibility for meeting goals and a track record of success
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, deadline-driven environment
- Bachelor's degree
- Experience with Mac OS environment preferred
- Accounting and/or bookkeeping experience a plus
- Experience with Quickbooks and/or Quickbooks Online a plus
- Proficiency in using Microsoft Word, Excel, and PowerPoint
- Experience with Salesforce.com and Google Apps, including Gmail, a plus

### **Compensation**

- The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental and vision insurance, a 403b retirement plan, and paid time off.

The Mind Trust is an Equal Opportunity Employer.