



Beginning with Children Foundation – Vice President of Operations Position

ABOUT BEGINNING WITH CHILDREN FOUNDATION

BwCF was founded in 1990 by Joe and Carol Reich to establish a high quality school for low-income children in Williamsburg, Brooklyn and to advocate for educational reform in public education. Over the past two decades of groundbreaking work, BwCF has educated over 1,500 New York City children and continues to work with students to ensure success after they graduate from our schools through our celebrated Alumni Program. BwCF is the educational management organization of four Brooklyn charter schools and we will be opening our fifth school in September 2012. Our schools offer personalized instruction that addresses the individual needs of students. Our programs use ongoing assessment to monitor every child's progress and adjust the curriculum as needed to ensure the mastery of important skills. We teach students to work together and persevere through challenges with integrity and compassion.

POSITION – VICE PRESIDENT OF OPERATIONS

BwCF is currently seeking a dynamic and innovative Vice President of Operations to manage Foundation and school operations, as well as strategic planning, marketing and external affairs. Reporting to the BwCF CFO, the Vice President of Operations will share the supervision of the Directors of School Operations with the school leaders.

RESPONSIBILITIES

- Organize and oversee daily activities of BwCF as it relates to the operation of charter schools, including effective coordination of operational roles and responsibilities between the schools and BwCF
- Manage and ensure charter school compliance with NYS Education Department, charter authorizers and other regulatory bodies
- Lead cross-functional teams to develop and implement systems and procedures to increase effectiveness and efficiency; share best practices across organization
- Manage school-wide initiatives such as new charter school applications and charter school renewal processes
- Oversee external affairs and develop BwCF communications/marketing strategy
- Cultivate relationships with key political stakeholders and build a network of strategic partnerships
- Provide data and analysis necessary for strategic decision-making; conduct long-term research projects on various strategic initiatives
- Coordinate board meeting preparation for BwCF and the schools

REQUIREMENTS

- BA with a masters in Business, Management, Finance, or Education preferred
- Three to five years of professional experience, preferably in a business or education setting
- Ability to work and manage projects across multiple stakeholders and organizations including the Foundation, schools and strategic partners
- Outstanding analytical and critical thinking skills; results-oriented with a respect for data-driven outcomes
- Excellent written and oral communication skills; relationship builder and manager
- Proven leadership qualities, resourcefulness, team orientation, enthusiasm, and an entrepreneurial spirit
- High energy and a self-starter; able to work quickly and effectively under pressure in a fast-paced environment
- Strong knowledge of Microsoft Excel and PowerPoint required

HOW DO I APPLY?

Interested candidates should email a resume and cover letter to operations@bwcf.org.

BOARD OF TRUSTEES

Nancy Kurz, Co-Chair
Kevin White, Co-Chair
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