



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

OCALI

JOB DESCRIPTION

SENIOR DIRECTOR: STRATEGY, OPERATIONS AND FINANCE

Minimum Qualifications:

- Master's degree plus in a related field and demonstrated experience with the relevant business, communication, strategic thinking, and entrepreneurial skills required for the role
- Innovative thinking, strong initiative, and tenacity to achieve results while maintaining focus on the organizational mission
- Experience navigating complex organizations, successfully building strong, sustainable relationships, and establishing credibility and trust with leaders and staff across organization
- Knowledgeable in learning and development solutions that build individual and organizational capacity for success and sustainability
- Strong organizational agility and ability to grasp complex issues quickly, simplify them, and comprehensively and objectively assess decisions
- Adept at developing new approaches and ideas and leading all aspects of planning with sound business recommendations while successfully leveraging resources
- Demonstrate strategic and creative thinking with strong interpersonal, verbal, and written communication skills
- Experience in strategic planning and business analytics, as well as extensive use of project management approaches including creating plans, budgets, and schedules
- Ability to review and analyze budgets / financial reports to find implications in the implementation and management of initiatives
- Strong leadership, negotiation, change management, and conflict resolution skills
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, etc.), project management systems, and online environments
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Executive Director

Job Objectives:

The Senior Director is responsible for working with the leadership team to determine targets for the organization and prepare strategic plans to ensure these targets are met. This work involves analyzing existing strategies and practices, identifying areas for improvement, developing innovative strategies related to the goals they help establish, and providing fiscal accountability throughout by working with the Research & Impact Office and employing sound reporting and analytics practices. Target areas will range from business solutions, such as strategic product/service development and innovative approaches to income generation, to a variety of operational functions, including but not limited to finance, technology, and marketing, and the systems and tools that support them.

Responsibilities and Essential Functions:

'The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.'

- Serves as a liaison with the ESCCO main office to align strategy
- Provides financial analysis, operational assessment, and best practice benchmarking (internal and external) to devise, develop, and deliver a comprehensive plan for business development, fiscal management, and operational efficiencies
- Responsible for overseeing organizational reviews, communicating results to leadership and designated teams, and developing strategies based on assessments
- Supports transformation efforts to include changes in operating models, business strategies, complex systems, and information to meet changing organizational needs
- Works effectively across the organization to identify current funding requirements for core initiatives and specific projects and to develop innovative approaches to identify and implement other income opportunities
- Champions internal systems for higher productivity, supporting the implementation of integrated solutions and impactful service expansion
- Stays appropriately connected to and keeps abreast of trends, events, and deadlines so that all possible, new, or enhanced opportunities that align with the organization's ongoing strategy are explored

- Ensures work is conducted within the context of the overall governance and management of OCALI and the OCALI Advisory Board and its organizational strategy
- Responsible for other such duties as may be reasonably required from time to time
- Performs other specific job-related duties as assigned by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

August 2020