

HARLEM VILLAGE ACADEMIES

POSITION: Operations Manager
REPORTS TO: Alli Zimmermann, Director of Business Management
LOCATION: New York City (First Avenue and 121st Street)
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THE ORGANIZATION

Harlem Village Academies is widely recognized as a national leader in the education reform movement. Its growing network of public charter schools are transforming the lives of children in Harlem by providing them with an excellent education. Led by a team of passionate social entrepreneurs, Harlem Village Academies has developed and effectively executed on a clear, focused strategy: hire talented and passionate teachers, provide them with autonomy and extensive professional support, and hold them accountable for results. HVA sets high standards for students' academic performance and personal conduct; intervenes with love and rigor when a child is off-track; and engenders in students a love of learning, a spirit of community, and dedication to academic and behavioral excellence.

The results have been extraordinary, and Harlem Village Academies has achieved national prominence as one of the highest performing urban schools in the country. Students enter the academies several years below grade-level, many with a history of poor behavior. Yet after a few years with the school they make remarkable gains.

- **100%** of eighth graders passed the NYS Science and Social Studies Tests.
- **100%** of eighth graders passed the NYS Math Test, ranking Harlem Village Academy #1 of all open-enrollment public schools in New York State.
- HVA schools were the highest scoring in Harlem on the New York State ELA test.
- **100%** of high school students passed the Integrated Algebra and US History Regents exam.

In addition to its remarkable, consistent track record of educational excellence, Harlem Village Academies has an exceptionally committed Board of Directors and an extraordinary group of supporters including some of the country's most prominent and influential leaders in business, finance, real estate and media. Harlem Village Academies is regularly featured in New York and national media and serves as a model for schools across the United States. New York City Mayor Michael Bloomberg calls Harlem Village Academies "a model of excellence" and "the poster child for this country."

THE OPPORTUNITY

With its proven, replicable education model, Harlem Village Academies is poised for growth. In addition to building Harlem's first high-performing public high school, the organization plans to scale up to a system of schools at a pace that ensures continued excellent educational quality. The operations manager will manage existing operations systems and support new initiatives.

RESPONSIBILITIES

- Manage projects and systems in all operations areas including compliance and reporting, technology, vendor relations, and other special projects
- Day-to-day management of operations needs for HVA Shared Services team
- Coordinate school-based ops/admin teams as needed
- Manage third party technology vendor to maximize network reliability

QUALIFICATIONS

The ideal candidate will be a highly intelligent, driven individual with warm character, and exceptional integrity. He or she must thrive as part of a highly motivated, committed team.

Other qualifications:

- Bachelor's degree required.
- At least 3 years of professional experience school-based experience preferred.
- Self-motivated, resourceful, and detail- and deadline-oriented with strong project management skills.
- Fine tuned analytical skills with strengths in attention to detail, problem solving, and logical reasoning.
- Excellent oral and written communication skills, with an ability to communicate to various constituencies and work effectively with a variety of staff at all levels within the organization.
- Strong team player, with willingness to be hands-on and do whatever it takes to support the success of Harlem Village Academies
- Proactive, entrepreneurial style with the ability to take initiative, recognize opportunities, develop, and implement focused plans for those opportunities
- Innovative, creative and strategic thinker
- Outstanding judgment and high discretion
- Excel in a fast-paced and dynamic work place

ORGANIZATIONAL CULTURE

All team members are expected to be committed to the mission, vision and values of Harlem Village Academies, have a positive and professional attitude, exhibit a very strong work ethic (including a willingness to work long hours) and possess an inner drive for personal and professional excellence. The ideal candidate will thrive working within an entrepreneurial and results-driven environment.

TO APPLY

Applications should include a thoughtful cover letter describing your interest, qualifications and how you learned of the position. Resumes and cover letters (in PDF format) will be reviewed as received. Please e-mail all applications to resumes@harlemvillage.org with "HVA – Operations Manager" in the subject line.

Harlem Village Academies is an equal opportunity employer and welcomes candidates from diverse backgrounds.