



Nativity School of Worcester

Operations Manager

www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Operations Manager:

Reporting to the Vice President and serving as an integral member of the staff support team, the Operations Manager is responsible for planning and oversight of the school's budget and benefits, overseeing the business operations and financial systems of the school, developing and sustaining vendor relationships, managing the maintenance of the school's facilities, and assisting with special projects. This is an outstanding opportunity for a detail-oriented and flexible person with operational and accounting experience as well as a proven track record of creative problem solving to join in a successful, mission-driven organization.

Primary Responsibilities:

Reporting to the Vice President, your responsibilities will consist of the following:

Financial Systems Responsibilities:

- Overseeing and supporting the business operations of the school
- Managing the financial systems including accounts payable, purchasing, payroll, benefits, insurance, legal compliance, and related activities that connect finance and operations to the life of the school
- Assisting with financial accounting using Quickbooks and Bill.com, audit, and financial statement preparation
- Managing operations and capital budgeting and planning
- Managing capital improvement projects as needed
- Managing accounts receivable activities including student activity fees and gym rentals
- Working with the Finance and Investment Committees of the Board of Trustees to help manage Nativity Worcester's resources in a prudent manner, consistent with the mission, safeguarding the value of those assets for the use of future generations of students by establishing appropriate financial controls and procedures.



Facilities Management Responsibilities:

- Establishing and maintaining vendor relationships
- Coordinating maintenance, landscaping, and management of school and faculty house (“Casa Maria”)
- Handling all information technology needs of the school and Casa Maria Community
- Handling transportation ways and means
- Coordinating student meals through Worcester Public Schools and the Federal Free and Reduced Lunch Program

Human Resources Responsibilities:

- Collaborating with the Vice President, ensuring that the human resource policies and practices are clearly articulated, consistently applied and conform to legal requirement
- Managing the onboarding and exiting process for all employees including benefit enrollment and termination
- Managing insurance renewals for medical, property, general liability, cyber and automobile through Nativity Worcester’s broker contact
- Collaborating with the Hiring Committee, managing the logistics behind staff recruitment including updating and posting job descriptions and coordinating interview schedules
- Serving as volunteer coordinator for the entire school, with such tasks including, but not limited to, maintaining a volunteer schedule, providing volunteer orientation, documentation and exit process.

Additional Responsibilities:

- Assisting the Vice President and other colleagues with special projects as needed.
- Understanding and promoting the mission, standards and policies of the school and work related to Diversity, Equity, Inclusion, and Anti-Racism (DEIA).
- Working with graduates, community and business leaders, donors, volunteers, parents, and friends to foster the mission and carry out the activities of the school
- Participate in daily morning assemblies, weekly department meetings, quarterly trustee meetings as needed, summer session, Friday faculty meetings, faculty/staff retreats, and faculty/staff orientation.

Qualifications:

- Strong understanding of nonprofits and education.
- Strong organizational skills.
- Proficiency using accounting systems such as Quickbooks and Bill.com, preferred.
- Strong interpersonal/human relations skills.
- Strong verbal and written communication skills.
- Mission-driven, team player, skilled supervisor, flexible.
- Openness to embracing and promoting the Jesuit mission of Nativity School of Worcester.



MINIMUM QUALIFICATIONS

Education and experience equivalent to: Bachelor's degree and proven track record managing multiple projects or operations-related tasks. Knowledge of Quickbooks and other accounting software is a plus.

TO APPLY

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under-represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

Submit a letter of introduction and résumé to:

Elizabeth Deliberto, Vice President, Nativity School of Worcester, 67 Lincoln Street, Worcester, MA 01605 or at edeliberto@nativityworchester.org.

Salary commensurate with experience.

To learn more about Nativity School of Worcester visit www.nativityworchester.org