



Senior Director of Operations

Silver Spring, MD



About Advance CTE

Supporting States in Designing Relevant and Rigorous Educational Systems

The American workforce is changing. Career Technical Education (CTE) opens bold new paths for learners to achieve lifelong success, offering opportunities that align with all passions and pursuits.

Founded in 1920, Advance CTE stands as the enduring national nonprofit representing State CTE Directors and leaders in the field. It is the comprehensive association for CTE professionals, providing them with the knowledge and inspiration needed to propel education into the future. With a commitment to inclusivity, members diligently shape opportunities for every learner, expanding access to, and fostering success within a diverse career preparation ecosystem. This dynamic organization plays a pivotal role in advancing secondary, postsecondary, and adult CTE throughout all 50 states, the District of Columbia, and U.S. territories.

What is CTE?

Career Technical Education (CTE) is an umbrella term for an array of educational programs that offer learning and experiences beyond the traditional high school and college model. Approximately 12.5 million high school and college students are enrolled in CTE programs across the nation. CTE prepares these learners for the world of work by introducing them to workplace competencies and providing hands-on learning. The high school graduation rate for CTE concentrators is about 90 percent—15 percentage points higher than the national average for all academic programs.

WITHOUT LIMITS

A Shared Vision for
the Future of Career
Technical Education



Access the full video here: https://www.youtube.com/watch?v=nnE7N1Z9_7A



The Impact of Advance CTE

Supporting State CTE Leadership to Form Equitable Policies

Engaging Policymakers: Advance CTE believes each learner should have access to an innovative and responsive CTE ecosystem that prepares them for success in a career of their choice, and that federal policy plays a key role in building that ecosystem.

Career Clusters: The National Career Clusters® Framework provides a vital structure for organizing and delivering quality CTE programs through learning and comprehensive programs of study.

Professional Development: Advance CTE provides a wide range of professional learning opportunities for our members and other CTE stakeholders. Advance CTE's New State Director Institute supports and empowers new State CTE Directors to develop and advance comprehensive policies, infrastructure, and programming that lead to, and sustain, high-quality CTE for all learners in their states.

Case-making and Communications: Advance CTE is a leading voice in elevating the value and impact of CTE for each learner. They strive to equip members, partners, and the entire CTE field with cutting-edge research, tools, and messages to amplify the CTE story with federal and state policymakers, the media, and families in communities across the nation.



The Opportunity

Advance CTE Seeks a Strategic Senior Director of Operations

The Senior Director of Operations will be at the forefront of steering the organization's operations and financial strategies, ensuring they are efficient, effective, and grounded in principles of equity, inclusion, and compliance. If you are a strategic leader with a passion for fostering a positive work culture, driving financial stewardship, and championing diversity, equity, and inclusion, this may be a good fit for you.

Core Tasks/Responsibilities

Organizational:

Strategic Leadership: Provide oversight and leadership for the organization's operations and finance strategies, ensuring equitable, effective, efficient, and legally compliant management of Advance CTE.

Financial Management: Oversee and support various aspects of financial management, including budgeting, financial reporting, and resource allocation.

Contract Management: Lead the development, negotiation, management, and oversight of contracts to ensure successful partnerships and legal compliance.

Technology Solutions: Identify and/or support technology and systems solutions to enhance organizational efficiency, effectiveness, and inclusivity.

Personnel Policies: Maintain adherence to personnel policies, fostering a positive, inclusive, and compliant work environment. Ensure policies keep the organization equitable, compliant, and competitive.

Benefits Administration: Take a lead role in benefits administration, managing the 401k and health care programs, as well as other employee benefits.

On-site Support: Provide on-site support for Advance CTE's in-person meetings, ensuring seamless logistical operations.



The Opportunity (continued)

People and Performance:

Performance Evaluation Cycle: Oversee the annual performance evaluation cycle, facilitating regular feedback and growth discussions for staff.

Talent Management: Manage HR functions, collaborating with the HR consultant to ensure effective personnel management.

Diversity, Equity, and Inclusion (DEI): Lead and incorporate DEI initiatives and supports to foster an inclusive culture. Serve as the liaison between HR and the staff-led DEI Advisory Group.

Onboarding: Oversee the onboarding process for new staff, identifying and developing processes to enhance the onboarding experience.

Professional Development: Lead, deliver, and/or organize internal professional development opportunities and experiences for staff.

Staff Training: Lead, deliver, and/or organize ongoing staff training on policies, organizational processes, and tools to ensure continuous improvement.



The Candidate

Experience

The ideal candidate for the Senior Director of Operations role at Advance CTE possesses a robust background in leading and directing organization-wide operations. They will have demonstrated expertise in the following areas:

Internal Policies and Processes: Proven experience in auditing, improving, and implementing internal policies and processes to enhance organizational efficiency.

Human Resources: An extensive background in human resources management, including staff culture, retention strategies, and performance management.

Technology Solutions: A track record of identifying and implementing technology solutions to streamline operations and enhance inclusivity.

Financial Stewardship: Demonstrated experience as a financial steward, including the development, management, and forecasting of budgets.

Nonprofit Leadership: Tenured experience in the nonprofit sector, including working with, or coordinating, a Board of Directors.

Remote Work Management: Experience in inclusively managing and engaging both in-person and remote staff and contractors.

Diversity, Equity, and Inclusion (DEI): Proven leadership in directing or influencing DEI efforts within an organization.

Contract Management: Expertise in developing, negotiating, managing, and providing oversight for contracts.



The Candidate (continued)

Skills/Competencies

The successful candidate will demonstrate the following skills and competencies:

Agile Leadership: The ability to support the organization through growth by identifying and building efficient, effective, and equitable systems and solutions across various domains, including operations, finance, and HR.

Strategic Vision: Contains a strong strategic lens that enables the identification of opportunities to elevate and build on existing work.

Attention to Detail: Exceptional attention to detail, ensuring precision in all aspects of operations, policies, and financial management.

Mission-driven: A strong sense of mission and dedication to the goals and values of Advance CTE.

Collaboration: A collaborative and team-oriented approach, capable of building trusted relationships both internally and externally.

Equity Commitment: A commitment to equity, including racial equity, and a dedication to advancing a supportive and inclusive organizational culture.

Communication Skills: Strong verbal and written communication skills, with the ability to articulate complex operational and policy ideas clearly.

Financial Acumen: Exceptional understanding of accounting systems, with strong proficiency in Excel, QuickBooks, and/or other accounting systems.

Submit your application at:

<https://driwaterstonehc.com/position/senior-director-of-operations-advance-cte>

Compensation

Salary: \$140,000 - \$155,000 per year.

The salary listed is one component of the total compensation package for employees. Advance CTE offers a highly competitive benefits package.

Location

Hybrid – 1-2 days a week in the Silver Spring, MD office.

Equal-opportunity Employer

Advance CTE provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and professional development.

DRiWaterstone has been exclusively retained for this engagement. All first-round interviews for this position will take place via video conference with DRiWaterstone.

About DRiWaterstone

DRiWaterstone is a women-founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.