



Idaho Digital Learning Alliance  
3324 S. Pro Tech Drive  
Boise, Idaho 83709  
208.342.0207  
IdahoDigitalLearning.org

**Position Title: Director of Operations**

**Position Summary:**

The Director of Operations provides leadership in the oversight, accountability, and infrastructure of IDLA's human resources and finance operations. This position collaborates and supports IDLA's programs through resource allocation and application, strategic planning and execution, and creates positive partnerships both inside and outside of the organization.

The Director supports multiple programs and projects through collaboration with cross-departmental teams. The Director supports team members with business and resource modeling by analyzing data, trends, needs, and risks. This position will report to and work closely with the Superintendent and IDLA Leadership.

**Position Responsibilities:**

1. Strategic Leadership

- Provide strategic leadership to IDLA's programs and organizational goals through business analysis and resource allocation of new and existing funding sources.
- Develops and monitors IDLA's budget
- Develops and submits IDLA's budgetary forecast request to the Idaho State Department of Education
- Support partnerships as means to create or expand IDLA's programs with business modeling and contract development.
- Develop and monitor IDLA policies, legislation, and procedural development and alignment
- Represent IDLA leadership in state educational organizations, legislature, state departments, and governmental organizations.
- Evaluate, plan, and coordinate state and private business resources to ensure IDLA resources are aligned and coordinated with statewide efforts.
- Work with external development projects with state entities and businesses to ensure IDLA delivers educational resources to meet the needs of the community and state.

2. Human resources and financial management

- Support IDLA human resources and finance teams with oversight and administration of accountability processes, personnel and policies, and resource identification and allocation.
- Support the organization with internal policy development and control, legal support, financial audit performance, employment issues, and facility oversight.
- Provide professional growth opportunities for staff, performance evaluative measures, strategic resource identification and application, and project management.

3. Administrative Leadership:

- Develops, submits and monitors budgets and billings for the operation of IDLA programs.

- Supervises, develops, and evaluates assigned personnel.
- Provides leadership and strategic direction
- Develops financial reports and budgetary recommendations to the IDLA Superintendent and IDLA Board of Directors.

**Ability to:**

- Deliver a supportive leadership style coupled with the ability to communicate and collaborate effectively.
- Supervise departmental staff in collaboration with cross-departmental project-based work
- Establish and maintain effective working relationships with external partners and stakeholders in order to align resources for new and existing projects, implement and operationalize programs, and determine benefits of programs.
- Effectively communicate and problem solve strategically through the lens of IDLA leadership.
- Perform budget, organizational planning, personnel management and methods of cost and resource control.
- Advance the development of new programs, methods to enhance productivity and efficiency in program operationality.
- Promote business modeling for various programs and projects.
- Effectively communication skills in written format, as well as presentations.

**Required Qualifications:**

- Extensive experience in business leadership and financial management.
- Master's degree in business management, public administration, finance related degree or equivalent.
- Recommended: Certification in accounting, finance, or management is desired (for example, MBA, CPA, CFA, CMA)
- Background in education, fund accounting, or state agencies is preferred.
- Must live in the Treasure Valley area.
- Minimum of five years of accounting and finance experience with a track record of professional growth during this time.
- Established record of creating and maintaining high level customer service and working relationships.
- Experience supervising, managing and evaluating personnel by monitoring projects and balance of work flow with respect to internal and external organizational goals.

**Application Procedure:**

Applications will be accepted until the position is filled. Applications are available online at [www.AppliTrack.com/idla/onlineapp](http://www.AppliTrack.com/idla/onlineapp) Documents required for a complete application include: cover letter, current resume, and at least one current reference letter. Application materials will only be accepted through the online application. Questions about the application process can be emailed to the IDLA Director of Operations: [jacob.smith@IdahoDigitalLearning.org](mailto:jacob.smith@IdahoDigitalLearning.org).

Applications will only be accepted for Idaho residents who reside in the Treasure Valley area.

Position start date will be negotiated with the successful candidate.

**Salary Information:**

This position is full time and year round with benefits that include medical insurance, PERSI retirement and paid leave. Salary is dependent upon the applicant's credentials.