



## Job Posting | *Director of Operations*

Break Away is creating a society of people who prioritize just and equitable community through their values and actions. We inspire and activate thoughtful community engagement across the country through justice-based trainings and programs.

We're looking for someone who:

innovates  
fosters relationships  
adapts quickly  
feels and practices accountability  
invests time, energy, and resources well  
believes what they do matters

### THE POSITION:

The Director of Operations serves as a key organizational leader focused on strategic planning, program marketing, branding, and technology development at a growing nonprofit. We aim to build capacity in communities through education, resource sharing, and intentional community engagement. The Director of Operations works alongside and in close partnership with the Executive Director and our other staff members.

The Director of Operations serves as the project manager for Break Away's robust programs calendar—creating task lists and overseeing projects and programs, identifying potential for growth, and ensuring the organization's priorities are in line with the mission and strategic framework. They manage the daily communications of the organization, including content creation, constituent communications, and creation of visual materials that reflect and promote Break Away's brand. All positions at the organization have a role in the creation and facilitation of our key curriculum.

### A DAY MIGHT INCLUDE:

- Reviewing the task list and calendar for our summer conferences
- Brainstorming curriculum ideas with co-workers to update resources available to Chapter Schools and Community Partners
- Developing a monthly blog + social media editorial calendar including graphics, photos, shares, and announcements
- Writing and sending an outreach email about an upcoming training opportunity to our 200+ college/university Chapters
- Booking travel and lodging for the facilitators of a justice-based leadership retreat

## YOU'LL BE RESPONSIBLE FOR:

### Strategy + Project Management

- Work directly with the Executive Director to identify actionable steps to forward our mission and strategic framework
- Outline and manage programming calendar and spearhead conference planning—develop project management systems and delegate tasks, check in with staff, manage progress, and address roadblocks
- Integrate emerging trends into current work
- Collaborate with other divisions to pilot new initiatives and curriculum in line with our mission

### Operations

- Serve as administrator of our client databases
- Maintain detailed internal records
- Book travel and lodging for workshop facilitators
- Create workflows to ensure ease and efficacy in program and project planning
- Use data and technology to sharpen strategy and improve workflow efficiency
- Perform periodic technology and systems audits to ensure that we're best utilizing them

### Communications

- Manage Break Away's email account and listservs
- Co-create effective outreach strategies across divisions
- Provide constituents with social justice thought pieces through written and visual contributions to our blog and white papers
- Expand Break Away's reach as a thought-leader in social justice by pursuing press and media opportunities

### Marketing

- Manage website
- Manage Break Away's social media presence to engage, support, and network constituents
- Create and update complementary handouts and toolkits used for external promotion

### Training + Consultation

- Facilitate retreats, trainings, and consultation sessions virtually and in-person
- Contribute to curriculum design by incorporating emerging trends and best practices
- Present at external conferences and networking events

## APPLICANTS WILL HAVE:

- Deep personal commitment to social justice, community engagement, diversity, equity, and inclusion
- 2 years of operations and communications experience in a nonprofit or higher education context (or in a related or transferable field)

- Experience managing the day-to-day communications and logistics of an organization, office, or department—including social media and website management
- Experience as a content creator
- Outstanding written and verbal communication skills

#### IT'S HELPFUL IF:

- You have worked closely with a Board of Directors or other leadership-level volunteers
- You have experience working with an all remote staff
- You have more than 2 years of experience in a nonprofit/higher education/related context
- You have knowledge and experience with community-engaged learning, alternative break programs, nonprofits, higher education environments, and the broader volunteer sector
- You are an excellent presenter, facilitator, and trainer
- You have more-than-beginner level experience with CRM packages, like Salesforce or Kindful
- You bring a sense of humor that is both empowering and kind

#### YOU'D LOVE WORKING HERE IF:

- You're passionate about leading crucial conversations around power, privilege, oppression, justice, liberation, and inequity
- You like opportunities to build new relationships and bravely lead into new territories
- You're a problem solver at heart, not afraid to try new things, and not a fan of saying "that's how we've always done it"
- You're creative and think on your feet
- You appreciate being part of a small, close-knit team—engaging in dialogue to find creative solutions to organization-wide problems, and sharing the joys and hardships of your work
- You're energized by our values—justice (seek equity and liberation for all), active service (engage early and consistently), solidarity (share priorities and share power), education (be open to transformation)
- Your life has been transformed through the power of community

**LOCATION:** Staff are currently working remotely. While the organization is based in Atlanta, GA, the Director of Operations may live in any part of the country. Occasional travel is also required.

**SALARY & BENEFITS:** \$35,000 - \$40,000 based on experience. Also includes healthcare benefits, generous time off, and a flexible work environment.

**TO APPLY:** Please submit a resume and cover letter to Buck Cooke, Executive Director, at [buck@alternativebreaks.org](mailto:buck@alternativebreaks.org) with "Director of Operations" in the subject line. Any questions about the position may also be directed to Buck via e-mail. No calls, please. Desired start is July 2022.

*Break Away is committed to building a diverse organization dedicated to our core values of inclusion and justice.*