



Manager of Operations Role

Education Opens Doors is seeking a Manager of Operations to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the Manager of Operations position are listed below. This role requires in person support and being local to Dallas.

About Us

Founded in 2012, Education Opens Doors equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just one year.

Education Opens Doors Core Values

- ★ Purpose Driven
- ★ Equitable
- ★ Life-long Learners
- ★ Empathetic
- ★ Innovative

Role Summary

The Manager of Operations plays a critical role at EOD, reporting to the Senior Director of Operations. This person ensures effective and streamlined operations across the organization, with specific attention to management of financial accounts, supply chain, Information Technology, and cybersecurity. The Manager of Operations is an indispensable part of the team and collaborates across all departments.

What You'll Be Doing

- Manage our student workbook supply chain, tracking inventory and ensuring timely and accurate delivery of all student workbooks to school partners and individuals
- Manage accounts receivable, overseeing invoicing and processing all incoming funds
- Manage accounts payable, including vendor payments, expense reimbursements, as well as our Diversity Supplier Program
- Oversee monthly receipt and transaction reconciliation, working closely with accounting firm
- Research, secure, and manage relationships with new and existing vendors
- Manage technology and software across the organization, providing IT support as needed
- Oversee and proactively create/revise internal systems to improve organization, communication, and efficiencies for staff
- Train all staff on new/updated technology, policies, and systems



- Oversee the systems and IT onboarding of new staff and offboarding of transitioning staff
- Monitor and update cybersecurity practices
- Other duties as requested

What You'll Bring to the Role

- Commitment to equity and equal opportunity for underserved students
- Ability to develop and maintain positive relationships with a variety of stakeholders
- High level of organization and attention to detail
- Open to change and capable of remaining focused in a fast-moving environment
- Proven knowledge of operational strategy and financial accounts management
- Innovative thinking, initiative, and creativity
- Cross-departmental collaboration and flexibility
- Excellent communication skills and ability to communicate in various capacities

Position Qualifications

- High school diploma or equivalent, 3+ years of experience working in Operations or equivalent work/life experience
- Proven organizational skills, including the ability to manage multiple projects simultaneously
- Ability to produce quality work under tight deadlines with minimal oversight
- Excellent written and verbal communication skills across a variety of mediums
- Ability to manage workload effectively and follow through on execution
- Proficient use of Microsoft Office Suite and Google Workspace
- Preferred experience using Box, Salesforce, and Asana
- Preferred prior work experience in education or nonprofit settings
- Ability to lift up to 15 pounds (role occasionally requires moving boxes, etc.)

What We Offer

We offer a competitive compensation and benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexplace, professional development stipend, and more. We also offer a generous vacation package and the opportunity to work with a dynamic team of change makers. *Starting salary: \$62,000-\$68,000*

To Apply

Send a 1-2-page résumé, cover letter explaining your passion and alignment to this position, and salary requirements to employment@educationopensdoors.org.

Incomplete submissions will not be considered.

Any questions can be directed to: employment@educationopensdoors.org

Equity Statement

Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. LGBTQ+ individuals and people of color are strongly encouraged to apply.