



**Job Title:** Director of Operations and Partnerships

**Organization:** National Association for the Education of Homeless Children and Youth (NAEH CY)

**Location:** Remote (U.S.-based)

**Position Type:** Full-Time, Exempt

**Salary Range:** \$62,000 – \$70,000 Commensurate with Experience

**Organizational Overview:** The National Association for the Education of Homeless Children and Youth (NAEH CY) is NAEHCY (<https://naehcy.org/>) is the largest national association dedicated to supporting educational equity and excellence for children and youth experiencing homelessness and other vulnerabilities. Through advocacy, partnerships, and professional development, NAEHCY works tirelessly in collaboration with our 2500+ members who are education, government, and nonprofit leaders to ensure every child has equal opportunities to succeed academically and personally.

As we continue to grow and expand our impact and support for members, NAEHCY is seeking a skilled and motivated Director of Operations and Partnerships.

**Position Summary:** As NAEHCY continues to grow, we are seeking a skilled and motivated Director of Operations and Partnerships to oversee organizational operations, ensuring efficiency, effectiveness, and strategic alignment with NAEHCY's mission and vision. This role will be responsible for driving operational excellence, financial stewardship, and strategic growth initiatives. The ideal candidate is highly organized, collaborative, strategic-minded, and committed to advancing educational equity for vulnerable youth populations.

## **Key Responsibilities:**

### **Operational Management:**

- Develop and implement operational strategies, processes, and policies to improve organizational effectiveness.
- Oversee day-to-day operations including administration, human resources, compliance, technology, and vendor management.
- Ensure organizational compliance with legal, regulatory, and ethical standards.
- Establish and maintain effective internal communication systems and operational procedures.

### **Financial Oversight:**

- Provide leadership for budget preparation, financial planning, and fiscal management in collaboration with the Executive Director.
- Monitor and manage organizational expenditures to maintain financial stability and sustainability.
- Develop financial reports for board presentations, audits, and grant reporting.

### **Strategic Leadership:**

- Collaborate closely with the executive team and Board of Directors to align operations with strategic goals.
- Support long-term strategic planning and organizational development initiatives.
- Assess and mitigate organizational risks through proactive planning and management.

### **Partnerships and External Relations:**

- Cultivate strategic partnerships and collaborative relationships that enhance organizational capacity and mission fulfillment.
- Represent NAEHCY in external engagements, building the organization's profile and influence.
- Oversee strategic initiatives related to funding opportunities, grant management, and resource development.

### **Event Management:**

- Assist with logistical planning and execution of major organizational events, notably the annual NAEHCY Conference (November 1-4, 2025, in Dallas, TX).
- Coordinate with internal teams and external stakeholders to ensure successful event execution.

**Qualifications:**

- Bachelor's degree required; Master's degree preferred in Nonprofit Management, Business Administration, Public Administration, or related field.
- Minimum of 7-10 years of experience in nonprofit operations, management, or executive leadership roles.
- Knowledge of the McKinney-Vento Homeless Education Assistance Act and advocacy strategies for supporting youth experiencing homelessness.
- Strong track record in financial management, operational strategy, and organizational leadership.
- Demonstrated experience building and sustaining strategic partnerships and managing complex initiatives.
- Excellent interpersonal, leadership, and communication skills.
- Comfort and proficiency working within remote environments and leveraging technology-driven management solutions.
- Familiarity with principles and best practices associated with the McKinney-Vento Homeless Education Assistance Act/ Education of Homeless Children and Youth, Child Advocacy, School Social Work or Counseling, or Nonprofit Management.
- Deep commitment to the mission and values of educational equity and advocacy for vulnerable youth.

**Working Conditions:** This is a fully remote position, requiring consistent productivity and communication within a virtual environment. Regular travel for organizational events, conferences, and key meetings is required.

**Application Process:** Interested candidates should submit a resume and cover letter outlining relevant experience and alignment with NAEHCY's mission to [careers@naehcy.org](mailto:careers@naehcy.org). Applications will be reviewed on a rolling basis until the position is filled.

*NAEHCY is an Equal Opportunity Employer and strongly encourages applications from diverse and historically underrepresented candidates.*