

Director of Operations & Community Stewardship

Location: Willow Oak Montessori School

Contract Type and Term: Full-Time

Compensation: \$81,000 - \$88,000

Start Date: July 1, 2026

Length of contract: 1 Year

Reports To: School Governance Board

Position Summary

The Director of Operations & Community Stewardship is a senior leader responsible for ensuring the school's operational excellence, financial sustainability, and strong relationships with families and the broader community. Grounded in Montessori values, this role supports a well-functioning environment where students and educators can thrive.

This role serves as one of two Co-Heads of School and partners closely with the Director of Education & School Culture to ensure aligned leadership, effective decision-making, and the long-term health of the institution.

Co-Head Leadership Model

Willow Oak operates under a co-head leadership structure designed to leverage complementary expertise across operational and instructional domains. Each Co-Head holds primary responsibility for defined areas while sharing accountability for whole-school success.

The Director of Operations & Community Stewardship leads operational and business functions, while partnering on strategic, financial, and community-facing decisions. The Co-Heads work in close alignment through regular meeting structures and shared planning cycles.

Core Responsibilities

(Primary decision-making authority within operational domains)

- Lead finance, budgeting, and long-term resource stewardship
- Oversee HR systems, personnel processes, and compliance (excluding faculty evaluation)
- Manage facilities, safety, and campus operations

- Direct admissions, enrollment, and lottery processes
 - Oversee communications, newsletters, and family communication systems
 - Lead operational aspects of advancement and development, including Annual Fund management, donor systems oversight, fundraising logistics, foundation relations, and development communications
 - Oversee grant application processes, compliance reporting, stewardship tracking, and related operational systems
 - Partner with the Board and school leadership on long-term advancement strategy, including capital campaigns and institutional sustainability planning
 - Manage volunteers, after-school, and auxiliary programs
 - Develop and maintain the school calendar and major events
 - Lead crisis preparedness and operational response
 - Ensure compliance with contracts, legal requirements, and Title IX
 - Oversee operational data systems and incident tracking
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Shared Leadership (Joint Decision-Making Areas)

(Co-led with the Director of Education & School Culture)

- Co-lead strategic planning and annual goal setting
 - Partner on senior leadership hiring and evaluation
 - Align on budget priorities impacting staffing and programming
 - Coordinate schoolwide communication and crisis response
 - Advance equity, belonging, and community engagement initiatives
 - Guide program growth and long-term school expansion decisions
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Opportunities & Priorities

- Strengthening enrollment stability and long-term financial planning
 - Streamlining operational systems and internal communication
 - Deepening family engagement and community partnerships
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Supervises

This role is supported by a strong operational team and directly manages key functional leads, including:

Business & Operations Manager, Office Manager/Front Desk, Development Coordinator, Communications & Enrollment Staff, Facilities & Custodial Team, School Nurse, Auxiliary Program Staff

Evaluation & Support

Both Co-Heads report to the School Board of Directors and are evaluated through a combination of shared school-wide goals and individual leadership responsibilities. The Board is committed to supporting the leadership partnership through clear communication structures and regular check-ins.

Qualifications

- Bachelor's degree required; Master's or relevant certification preferred
 - Experience in operations, finance, or school administration
 - Strong organizational and project management skills
 - Knowledge of compliance, HR systems, and budgeting practices
 - Excellent communication and relationship-building skills
 - Commitment to Montessori principles and community-centered education
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How to Apply

Submit resume, cover letter, and three references to mgray@willowoakmontessori.org.