



National Operations Director 2026

ABOUT THE ROLE

Ballet & Books is seeking a strategic, collaborative, and highly organized National Operations Director to lead the operational systems that power our growing organization. Reporting directly to the Executive Director, the Operations Director will oversee the infrastructure, processes, and administrative functions that enable our National Team and chapter leaders to successfully deliver Ballet & Books' mission across the country.

This role is responsible for building systems, maintaining organizational compliance, managing data and reporting processes, and ensuring chapters have the resources they need to thrive. The Operations Director will supervise key operational volunteers/staff, while collaborating across departments to support fundraising, marketing, programming, finance, and organizational growth.

This is an exciting opportunity that comes at a unique pivot point for the organization. Ballet & Books is at a critical time of growth, where every individual has incredible input and autonomy within the organization. As Ballet & Books continues to expand, the Operations Director will play a crucial role in positioning the organization for long-term success. We are looking for a proactive leader who enjoys creating structure, solving problems, and helping mission-driven organizations operate at their highest potential.

ABOUT US

Ballet & Books unites movement and mentorship to close the literacy gap, expand access to dance, and cultivate the next generation of leaders and changemakers. Through our movement-based curriculum, college and community mentors help children from under-resourced communities strengthen reading skills, discover the joy of dance, and gain the confidence to shine both on stage and in life.

JOB RESPONSIBILITIES

- Develop, implement, and improve operational systems, workflows, and best practices to increase organizational efficiency.
- Manage Ballet & Books' internal operational infrastructure, including Google Drive, organizational forms, document management systems, and other shared resources.
- Support in the planning of national virtual events, including virtual platform management and collaboration with the National Team on event promotion.
- Lead the organization's data management systems by overseeing data collection, organizational reporting, and research initiatives that inform program improvement.
 - Supervise and support the Program Improvement Director and Data Analyst
- Work closely with the Program Director to ensure local chapters comply with organizational reporting requirements, serving as the primary point of contact for operational questions and follow-up.
 - Oversee chapter member onboarding and administrative processes, including registration materials, required paperwork, semesterly forms, and background checks
- Coordinate updates to the Ballet & Books website
- Collaborate with the national team on grant and fundraising opportunities.
- Maintain and promote compliance with regulations, organizational policies, and operational procedures.

Time Commitment: Approximately 20 hours per week. Virtual.

Compensation: annual salary of \$20,000 with unlimited vacation days and flexible work hours.

SKILLS AND QUALIFICATIONS

- Exceptional organizational, project management, and time management skills, with the ability to oversee multiple priorities and deadlines simultaneously.
- Strong leadership skills with a demonstrated ability to manage, mentor, and support cross-functional teams and volunteers.
- Systems-oriented mindset with the ability to create, improve, and maintain efficient organizational processes.
- Excellent written and verbal communication skills, including experience facilitating difficult conversations, resolving conflict, and building collaborative relationships.
- Highly organized with exceptional attention to detail and a commitment to accuracy in data management, documentation, and operational processes.
- Adaptable and able to thrive in a fast-paced, evolving nonprofit environment while managing competing priorities.
- Resourceful and proactive, with the ability to identify challenges, develop solutions, and leverage available resources effectively.
- Proficient with Google Workspace and comfortable learning and managing digital platforms, databases, and project management tools.
- Bachelor's degree or equivalent professional experience. Experience in the nonprofit sector, education, arts administration, or a related field is highly valued.

PREFERRED QUALIFICATIONS

- Experience leading organizational operations, administration, or project management within a nonprofit, educational, or mission-driven organization.
- Experience supervising staff, interns, or volunteers and supporting cross-functional teams.
- Passion for expanding access to arts education and literacy opportunities.
- Commitment to Ballet & Books' mission of reducing the literacy gap through dance, storytelling, and mentorship, and to empowering youth through creative expression and equitable access to education.

Visit www.balletandbooks.org to learn more about our organization and apply through Indeed Today!