



**Position:** Operations Project Manager

**Location:** Remote

**Job Type:** ¾ Time

Clonlara School is seeking an **Operations Project Manager** to lead strategic initiatives that strengthen our operational systems and support our mission. You'll guide cross-functional projects, streamline workflows, and improve organizational alignment—ensuring our operations fully empower the student-centered learning experience that defines Clonlara. You'll also help maintain the tools and processes that keep our programs running smoothly.

The ideal candidate is highly organized, systems-oriented, and enjoys creating structure, improving workflows, and turning operational complexity into sustainable processes.

### **Responsibilities**

#### Operational Systems & Infrastructure

- Build and maintain centralized operational resources and systems, including SharePoint and administrative hubs
- Organize and maintain operational documentation to ensure accessibility and consistency across programs
- Support implementation and alignment of operational workflows connected to organizational systems (including Blackbaud)
- Identify operational inefficiencies and recommend scalable solutions

#### Process Documentation & Standardization

- Audit, document, and update operational policies, procedures, and workflows
- Standardize operational processes across programs where appropriate
- Ensure procedures accurately reflect current tools, systems, and organizational practices
- Support change management and process implementation initiatives

#### Operations Coordination

- Maintain centralized tracking systems for clubs, coaching sessions, and operational activities
- Monitor operational consistency between planned and actual program delivery
- Surface gaps, duplication, or inconsistencies in operational execution
- Coordinate with cross-functional teams to support operational implementation goals

#### Reporting & Operational Insights

- Create dashboards, summaries, and operational tracking tools
- Monitor key operational indicators and participation metrics
- Analyze operational data to support informed decision-making
- Prepare reports and operational updates for leadership



*This is an overview of the expectations for this position. A more detailed description of this role will be provided during the interview process.*

### **EDUCATION AND EXPERIENCE**

Bachelor's degree and 2–5 years of experience in operations, systems administration, or process management, including hands-on work with tools like SharePoint, Blackbaud, and data reporting systems.

### **QUALIFICATIONS**

The ideal candidate will have demonstrated the following attributes and abilities:

- Experience with operational systems implementation or process improvement
- Familiarity with Blackbaud or similar operational platforms
- Experience supporting remote teams and nonprofit/education organizations
- Project management and coordination experience preferred
- EOS experience is a plus

### **Skills In:**

- Time management skills, including: Organizing one's own work, coordinating projects, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.
- Strong initiative and independent judgment within established policy and procedural guidelines.
- Are proficient in educational technology and digital tools, including Office 365 (Teams, Word, PowerPoint, and Excel).
- Excellent written, verbal, and virtual communication skills in English.
- Confidence using technology, working remotely and experience with Microsoft Office tools.
- Strong cross-cultural understanding, the ability to communicate with diverse populations, and a collaborative, non-judgmental approach to individual circumstances, preferences, and choices.
- Demonstrates openness to coaching, readily accepts direction, and collaborates effectively with supervisors and colleagues.

### **About Clonlara**

Clonlara School is an accredited, K–12 nonprofit school based in Ann Arbor, MI, and serving students both locally and around the world. What started as one small school in 1967 is now a global learning community with 2,300+ students in 80+ countries, services in six languages, and a staff of 90+ professionals spread over nearly every continent.

At Clonlara, we cultivate a joyful Culture of Trust built on teamwork, adaptability, generosity, and shared purpose. Grounded in our core values, we grow together in a supportive, mission-driven environment that embraces change and inspires lifelong learning.



We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Join Our Team:** If you enjoy improving systems, care about education, and want to support learners around the world, we'd love to hear from you. Join us in strengthening the operations that help every student thrive.