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# Example of Business & Operations Director Job Description

Our company is hiring for a business & operations director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business & operations director

* Leading End to End projects in the business operations space
* Ensure brand compliance through coordination of audit process, analysis if improvement areas and communicate with business owners as needed
* Supports new business development initiatives to increase sales of K12 products, including the development of blended learning programs, hybrid schools and dual diploma programs
* Coordinates with K12 finance and legal departments to deliver business contracts
* Manage rhythm of business preparation and follow up, including QBRs, Operating Committee meetings
* Organize assigned functions in a manner that best supports overall unit operations
* Serve as a resource to unit management providing information and advice on matters related to assigned business areas
* Providing guidance, including leadership and co-leadership to CT/AMI business projects
* Deploying process improvements and makes the project organization efficient and transparent, in line with departmental and project processes
* Providing business management with regular project performance status updates, variances to plan and identification of corrective actions

## Qualifications for business & operations director

* Very strong Excel and PPT skills
* Effective communicator and listener
* 5-7 years' team experience
* Proven group sales expertise preferred
* 8+ years of experience selling local/national sponsorships and/or ticket sales
* 10+ years of experience in a fast-paced business environment