



# Example of Business & Operations Director Job Description

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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

- 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