



# Example of Director, Business Operations Job Description

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Our innovative and growing company is searching for experienced candidates for the position of director, business operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director, business operations

- Act as point person for the core operational processes that make the business run - support budgeting, financial tracking, inventory management, fulfillment processes, margin analysis, and more
- Serve as thought partner to COO - identifying where we can further "sharpen our saw", planning and executing new approaches to do so
- Develop, manage and report on the budget versus actual performance for the Marketing and Solutions Management organization
- Prepare executive communications including Board of Director and Investor Relations updates in collaboration with finance, portfolio management and strategy teams
- Work with channel leaders at HQ and in the field to understand drivers of performance vs
- Evaluate industry trends and competitive landscape
- Support Advertising solutions innovation
- Create presentations for senior executives
- Developing and selling League-wide group ticket programs
- Formation and management of League-wide, third-party ticketing relationships with companies such

## Qualifications for director, business operations

- Extremely process driven with excellent time management and prioritisation skills
- Degree in Finance or Business strongly preferred
- Candidate must have strong interpersonal skills, maturity and excellent judgment
- 10+ years of operations and program management experience
- Background that includes working with K-12 digital learning and/or technology companies is preferred