

miriam

SCHOOL and LEARNING CENTER

POSITION OPPORTUNITY

Senior Director of Operations

Miriam School and Learning Center seeks an experienced, mission-driven leader to serve as its Senior Director of Operations.

This newly created role will serve as a trusted operational partner to Head of School Meg Bamford. **Miriam** is a warmly relational community that runs on deep commitment to its students and families. The person who steps into this role will need to match that heart while bringing the systems-building discipline and financial fluency that will allow **Miriam** to grow with confidence.

The Senior Director of Operations will provide oversight across finance and administration, facilities, human resources, information technology, and enrollment. They will bring structure, accountability, and long-range thinking to an organization that has outgrown its current operational plan and is ready to welcome a leader who will help build what needs to come next.

MISSION

Together, we empower students with learning differences through our specialized educational approach by unlocking their potential and paving the way for lifelong success.

ABOUT MIRIAM SCHOOL AND LEARNING CENTER

For more than 100 years, **Miriam** has provided an excellent education for unique learners, empowering them to build confidence and a foundation for success. Today, **Miriam** serves more than 1,200 students and families each year through our K-12 school and Learning Center outreach programs. **Miriam** students often face specific learning disabilities, ADHD, autism, speech/language disorders, anxiety, and sensory processing differences. **Miriam** helps children transform those challenges into gifts, helping students and families recognize the strengths in their differences.



ABOUT THE ROLE

The Senior Director of Operations reports directly to the Head of School and serves as a key member of **Miriam's** leadership team. Anticipated direct reports include the Director of Finance and Administration, a Facilities Manager, the Director of Human Resources, and the Director of Admissions/Enrollment.

Key areas of responsibility include:

Finance and Administration Oversight of budgeting, financial reporting, audit preparation, financial aid administration, payroll, and contract management. Thought partner to the Head of School and Director of Finance on financial strategy, planning, and long-term sustainability.

Facilities and Capital Projects Oversight of facilities operations across **Miriam's** two campuses, including vendor management, preventive maintenance, and capital project planning. Steward of the organization's long-range facilities plan.

Human Resources Organizational oversight of HR functions including staff relations, compliance, benefits, and onboarding, in partnership with the Director of HR.

Information Technology Oversight of IT infrastructure and systems to ensure **Miriam's** technology serves the needs of students, staff, and families effectively.

Organizational Leadership Collaborative, stabilizing presence across the organization. Support of the Head of School in strategic planning and implementation. Professional representation with board members, families, vendors, and community partners.

COMPENSATION Salary commensurate with qualifications and experience. Anticipated range: \$115,000 to \$130,000.

BENEFITS Medical, dental, vision, life, long-term disability insurance, paid time off, bereavement leave, and retirement contribution.

WHAT WE'RE LOOKING FOR

The ideal candidate will bring leadership experience in a complex organization with demonstrated success managing multi-functional operations. Strong financial literacy, facilities management experience, and comfort with senior-level decision-making are essential. A collaborative leadership style and a belief in **Miriam's** mission of serving students with unique learning needs will also be keys to success.

This role requires someone who will walk through the door each morning ready to engage with people, build trust across a diverse staff and board, and roll up their sleeves when needed.



TO APPLY Please submit a resume and cover letter that express your interest and qualifications for the position to search@emdconsulting.com. Applications will be accepted through **June 30, 2026**, with early submission of materials strongly encouraged.