



95 Percent Group LLC Position Description

Date:	November 2022	Hourly or Salaried:	Salaried
Title:	Director of Operations	Exempt or Non-Exempt:	Exempt
Reports to:	Chief Financial Officer	Full-time or Part-time:	Fulltime (Remote)

Position Summary:

The Director of Operations will lead key functions of 95 Percent Group to support internal stakeholders and external clients. They will oversee the team responsible for coordinating publishing and manufacturing of materials and overseeing fulfillment and shipping. They report to the Chief Financial Officer and will work closely with the Director of Project Management and other company leadership. In addition, to coordinating key activities of the organization, the role will be responsible for reviewing and enhancing processes to improve efficiency and effectiveness. This includes working with staff to modify procedures, leveraging technology, or reassessing the organization's approach to critical functions.

Essential Responsibilities:

- Oversee day to day activities of operations team.
- Work with external printing partners and logistics providers to meet the needs of our growing organization and customer base.
- Identify opportunities for cost savings and optimize usage of internal resources.
- Implement process automation to improve the team's ability to scale with company growth.
- Coordinate activities with the Sales, Finance, and Operations departments to ensure strong collaboration, effective communication, and robust data sharing.
- Build processes that leverage 95 Percent Group's two key systems, Salesforce and NetSuite.
- Continually monitor for areas in need of process improvement and implement changes.
- Revise and/or formulate policies and promote their implementation.
- Gather, analyze, and present data and metrics to company leadership to track and enhance company performance.
- Provide updates to company leadership
- Assist with identifying key priorities for the year
- Implement and communicate solutions consistent with annual priorities.
- Other Responsibilities as Required:
 - Support key strategic projects as assigned, such as new product launches and systems implementations.
 - Support integration of all acquired organizations by the Company.

Skills and Qualifications:

- Bachelor's Degree in Business, Supply Chain Management, or related field
- Familiarity with NetSuite and Salesforce preferred
- 5-10 years of relevant experience; 5 years in supervisory role
- Strong computer skills including MS Word, and Excel

- Strong data analytic skills
- Experience with process reengineering
- Ability to influence and lead change in a cross-functional team environment
- Strategic thinking skills and ability to work with senior management team
- Experience in a corporate or comparable enterprise role involving financial reporting, recruiting, training, retention, performance management, contract negotiations and direct interaction with C-level executives and other key stakeholders.
- Experience in acquisition/merger integration a plus, but not required
- You will be an integral part of our team, helping shape our office culture and participate in the entrepreneurial process of growing an office with triple digit growth

Physical Requirements/Work Environment:

- The use of standard office equipment and computer
- Remote work environment with a low noise level
- Limited travel 0-5% - as required

Company Description:

95 Percent Group is a leader in literacy instruction for pre-K through grade 8 across the U.S. The company offers professional development training for teachers and administrators as well as print and online products to assist teachers with literacy instruction. 95 Percent Group’s comprehensive educational consulting, professional development, diagnostic assessments, and instructional materials help schools deliver instruction that consistently and significantly increase reading achievement.

The company was founded in 2005 and is based in Lincolnshire, IL (northwest suburban Chicago). Its customers are primarily school districts across the U.S., and they are served by consultants who travel for on-site training as well as through online training.

95 Percent Group has a fully engaged and highly committed leadership team who cares deeply about our mission. We’ve hired the best from inside and outside the industry. This is a tremendous opportunity to join a company positioned for continued significant growth. An added plus is knowing that what you’re doing every day is making a significant difference in children’s lives. Come work with a group of smart, fun, passionate professionals who value creativity, innovation, and making an impact.

95 Percent Group, LLC is an equal opportunity employer and will consider all applications without regards to race, sex, age, color, religion, national origin, veteran status disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.

To apply, send your resume to: job.fin@95percentgroup.com