

## **Director of Operations, The OpEd Project New York, NY**

The OpEd Project (<http://www.opedproject.org>) is a social venture founded to expand and enrich public knowledge and discourse by increasing the range of voices we hear from in the world, with an immediate focus on increasing the volume of women thought leaders in the public sphere. In our current incarnation, we target and train women experts at top universities, think tanks, nonprofits, corporations and community organizations to take thought leadership positions in their fields (through op-eds and more), connect them with high-level mentors in the media, and channel them to media gatekeepers in all platforms. We are a rapidly growing social venture, funded by our own revenue, as well as a 2008-2010 Echoing Green Fellowship.

We are seeking a high-energy, results-driven person to serve as Director of Operations. The ideal candidate has strong project management skills, superlative written and verbal communication skills, and the ability to cultivate relationships with writers, editors and media thought leaders at all levels (including our alumni.) Social venture and/or media experience is an additional asset.

This is an amazing opportunity in an exciting, rapidly growing social venture, to interact with high-level thought leaders in the media and at key institutions around the nation, to advance women, and to change the world. This is also a great opportunity to join in a young venture at a tipping point.

This position has 4 main areas of responsibility:

- \* Managing our high level thought leader mentoring program (very exciting-- in essence, it involves hobnobbing with the world's top minds about interesting ideas in the pursuit of helping people have a voice)

- \* Overseeing and directing bi-monthly public programs in various cities (This does not involve travel; it's mostly managing teachers and junior staff/interns, being on top of logistics, and managing the outreach efforts of other organizations and individuals charged with filling our public programs.

- \* Working with the founder to think through strategic areas of opportunity and build a model for growth for The OpEd Project, including staffing

- \* Basic office operations and administration, including managing contracts and running the calendar for all main teachers and OpEd Project Founder Katie Orenstein

We are a young company and we all do a little of everything. For a more senior candidate, this role might veer toward more management and thought leadership, in which case the organization would find a solution to support us in more administrative tasks over time.

The application deadline for this position is November 22, 2010. However, due to the pace and urgency of our search, interviews will begin immediately and the position may be filled before the deadline.

To apply, please send your resume, a cover letter stating why you are interested and qualified for this particular job, and a salary history to [opportunity@theopedproject.org](mailto:opportunity@theopedproject.org) This e-mail address is being protected from spambots. You need JavaScript enabled to view it . The subject header of your email should be: Last Name, First Name.