

Real Estate Institute seeks a **Vice President of Operations** to manage the company's day-to-day operations.

We create and deliver high quality education programs to students who must satisfy professional licensing requirements. Presently, our customers work (or seek to begin work) in real estate, mortgage, insurance, and legal professions.

This opportunity will allow you to apply your diverse experience in a leadership role that directly impacts many areas of our growing company. This position reports to the company's President and works closely with Vice President of Strategy & Business Development.

Primary responsibilities:

- Leadership and management required for successful delivery of programs by coordinating the efforts of academic, marketing, technology, and student and client service teams.
- Ensure the organization meets near-term goals and achieves strategic objectives.
- Lead the budgeting and forecasting processes.

Key job functions include, but are not limited to:

- Manage and mentor direct reports, who are each responsible for a key area of the business.
- Develop expertise in key areas of the business, including our products, programs, customer demographics and competitive landscape.
- Plan and manage successful execution of high-volume seasonal initiatives.
- Work closely with the academic leadership team, who develops and manages our course programs, to stay abreast of issues and opportunities that may impact the company's operations.
- Manage key vendor relationships, negotiate contracts/pricing.
- Contribute to strategic planning process and ensure that operations support strategic initiatives.
- Develop expertise in our business systems, including third party and internal/proprietary applications. Manage technology initiatives, including system integrations, development of enhancements and maintenance of existing systems.

Additional Requirements and Considerations:

- Develop dashboards and/or reports that enable internal stakeholders to measure performance for certain initiatives. Evaluate data and make recommendations when appropriate.
- Help organization to create efficiencies by implementing, reviewing and improving processes.
- Work with IT managed service provider on escalations, employee onboarding/offboarding, software licensing, ad-hoc technology projects, etc.
- Collaborate with Facilities Manager to ensure facilities are clean, well maintained, safe, etc.

For consideration, you must have the following skills and experience:

- Minimum 7-10 years of progressive management/leadership experience in an academic or regulated industry setting.
- Bachelor's degree required. Advanced degree preferred.
- Strong project management skills including prior experience leading organizational initiatives.
- Experience with change management, in support of a growing company and ongoing development of new products and services.
- Strong technology skills that enable you to maximize the benefits of core tools and quickly leverage new ones.
- Self-starter with a strong work ethic who can reliably work independently as well as effectively collaborate in a team setting.
- Proactive, energetic and creative.
- Excellent verbal and written communication skills.

Additional Requirements and Considerations:

- You must have reliable transportation.
- You may be subject to a background check.
- You must have a verifiable past employment record.

Company Information:

- Attire: Business Casual
- Company Culture: Small office, team-oriented environment.
- Location: This role calls for a mix of remote and in-person work at our Chicago-area locations.
- Main location: North suburban Niles location with free parking.

Compensation:

- Full-time salaried position. Compensation depends on experience.
- Benefits include medical, dental, vision, disability and life insurance; paid time off, and retirement (Simple IRA) with company match.

PLEASE DO NOT CALL. APPLY ONLINE: InstituteOnline.com/Jobs