



Business Operations & Growth Manager

Location: Remote (U.S. with a strong preference for Mountain West Timezone)

Hours per week: 10–20

Tax/Employment type: 1099

Company: MC² Education

About the Company

MC² Education is a quickly growing, nimble, and passionate organization that uses research, evaluation, and technical assistance to help transform education programs and improve student trajectories. We always take a human-centered approach that engages stakeholders authentically, meeting them where they are. We work with amazing clients across the country including state education agencies, nonprofit organizations, foundations, and local schools. We take on projects that have bold goals to transform education to best meet the needs of all youth.

About the Role

This is a new role to help support MC² Education's growth and to specifically support our Leadership Team as they run, grow and transform our Woman Owned Small Business (WOSB). In this position you will ensure our daily operations run smoothly, identify and track new business opportunities, improve how we work, and make sure clients and team members have a great experience working with and for MC² Education.

What You'll Do

Business development

- Find and track new project opportunities, especially public sector RFPs.
- Plan, write, and submit proposals (as a business capture team member, supported by the rest of the team).
- Update our sales database and report on potential projects, proposals sent, and recent wins or losses.

Business operations

- Invoicing: prepare and send monthly invoices, match to purchase orders when needed, track unpaid invoices, follow up with the MC² team to ensure all invoicing support is provided, and report on aging invoices.
- Client onboarding and offboarding: set up and close out new clients in MC²'s internal systems.
- Vendor management: set-up new vendors and manage existing vendors.
- Financial Reporting: prepare a monthly close report with analysis and recommendations.

Improving how we work

- Write down how we currently do important tasks and make those steps simpler.
- Create clear, step-by-step guides others can follow.
- Build simple trackers and reports (for example, in Google Sheets).
- Help improve resource management processes.
- Apply a LEAN mindset to improve overall operations.

Tools we use:

- QuickBooks Online
- Google Workspace (Docs, Sheets, Drive, Gmail/Calendar)
- Docusign

- Asana



Your First 30/60/90 Day Goals

- **Day 30:** All invoices sent by the 5th business day; sales database fields standardized; onboarding/offboarding checklists live.
- **Day 60:** Every active opportunity tracked; all invoices sent by 5th business day without errors.
- **Day 90:** Average client payment time improved by 5–10 days through earlier invoicing and steady follow-ups; weekly proposal tracker in use; 3–5 process improvements delivered; 3+ proposals submitted.

Contract Details (1099)

- **Rate: \$40–\$50 per hour** Final rate depends on experience.
- **Schedule:** 10–20 hours per week; collaboration windows set in advance.
- **Term:** 6-month initial contract, with option to extend.
- As a 1099 contractor, you provide your own equipment, manage your own taxes/benefits, and set your own work hours consistent with agreed deadlines.

Minimum Qualifications

- At least 5 years in operations and/or business development.
- Bachelor's degree or equivalent practical experience.
- Strong organization, writing, and follow-through skills.
- Comfortable with spreadsheets (formulas and summary tables), a sales database (we'll train on ours), and accounting/payroll tools—**QuickBooks Online** experience is a plus, effective AI usage is a plus.

Hiring Process & Timeline

- 20-minute intro call → 45-minute practical exercise → 30-minute final conversation.
- We aim to move from application to offer within **2 weeks**.
- Please share any accessibility needs—we're happy to accommodate.

How to Apply

Email your resume and a short note to office@mc2educationllc.com with the subject “**Business Operations & Growth Manager (Part-Time, 1099) – Your Name.**”

Optional: include a brief writing sample (a proposal section, a checklist, or a short process guide) and references.