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## Chief Administrative Officer

### Operations - St. Paul, Minnesota (Hybrid)

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Department **Operations**

Employment Type **Full-Time - Salary**

Minimum Experience **Senior Executive**

Compensation **\$160,000 - \$175,000**

World Savvy is reimagining a different reality for the future of K12 education. A reality where students know more, care more, and do more to contribute to a more peaceful, sustainable, and just world. We can only rise to meet our biggest challenges if our students learn to think through complex problems and design solutions from a global perspective. Problem-solving, comfort with ambiguity, collaboration, empathy, and critical thinking — are all essential tools in today's global knowledge economy. And a big part of educational equity is ensuring all students have access to those tools.

Founded in 2002, World Savvy is a leading national education nonprofit that partners holistically with schools to transform learning environments into inclusive, adaptive, and future-ready schools. For decades, World Savvy has been transforming education, impacting the lives of over 937,000 students and nearly 7,500 educators across 45 states and 32 countries. Partners with the Organization have the ability to choose from a range of programs and services and customize partnership packages to best fit their needs. We have offices in St. Paul (largest) and San Francisco. Learn more at [www.worldsavvy.org](http://www.worldsavvy.org).

**Mission:** World Savvy educates and engages youth to learn, work, and thrive as responsible global citizens.

**Vision:** As the leading provider of global competence education, World Savvy envisions a K-12 education system that prepares all students with the knowledge, skills, and dispositions for success and active engagement in the global community.

Our mission centers on developing global competence in students—teaching them to engage with empathy, honor cultural differences, seek out multiple perspectives, and collaborate to solve complex problems. In today's interconnected yet polarized world, this work is more vital than ever. Its impact depends on our ability to model these values ourselves through ongoing reflection, learning, and intentional action.

#### OUR VALUES:

We do the best work possible in service of our mission.

We believe collaboration is essential.

We see people as whole human beings.

We intentionally grow and change.

We lean into complexity when it's called for.

We believe big things are possible, whether that's our mission or the project on the table.

We notice and disrupt exclusionary patterns.

We bring hope, joy, and a sense of aspiration into all that we do.

#### POSITION SUMMARY:

World Savvy is preparing the next generation of changemakers—young people ready to thrive in a diverse and complex world. As we scale nationally, we are investing in world-class leadership to ensure our systems, finances, and infrastructure are as bold as our mission.

We are seeking a transformative **Chief Administrative Officer (CAO)** to join our executive team and serve as the strategic architect of our internal engine. This position is based in the Twin Cities Metro and will report to the CEO. This rare opportunity is ideal for a visionary leader with deep expertise in nonprofit finance, operations, compliance, and human resources to shape the future of a growing, mission-driven national organization.

The CAO will integrate and oversee core enterprise functions—finance, operations, HR, compliance, and technology—ensuring World Savvy's internal systems support innovation, impact, and long-term sustainability, and unlocking our capacity to scale. You will work closely with the CEO and Board to align strategic objectives with operational execution.

You'll play a pivotal role in:

- Driving **financial strategy and risk management** across a growing, multi-state organization
- Leading **organization-wide planning, budgeting, and performance systems**
- Building the infrastructure to support growth, equity, and agility
- Overseeing all business operations, HR, compliance, and technology modernization
- Managing cross-functional teams with empathy, accountability, and strategic clarity

**Schedule:** Full time

**Salary range:** \$160,000 - \$175,000.

**FSLA Status:** This position is classified as exempt. It is not eligible for overtime pay according to applicable federal and state wage laws.

**Work Authorization:** Applicants for this position must be legally authorized to work in the United States.

**Projected Start Date:** As soon as possible

**Location:** Based in St. Paul, MN. Candidates outside of MN who are not willing to relocate will not be considered. Position requires commuting to the St. Paul office 2 - 3 days/week, sometimes more often.

**Travel Requirements:** Up to 10% nationally, regionally, and/or locally

**Work Environment:** World Savvy has one office in St. Paul, MN which is a hybrid work environment. This is a typical co-working office space which can be noisy at times. Noise canceling headphones, privacy booths and conference rooms available for use when quiet or privacy is needed. Work frequently requires a high level of mental effort, with significant interruptions and >50% of work time paying close attention to detail.

## **KEY RESPONSIBILITIES:**

### **Strategic Leadership & Organizational Management**

- Collaborate with the CEO and executive team to develop and implement organizational strategy, operations plans, and growth initiatives.
- Serve as the internal leader of the organization, bridging national and regional operations and providing consistent communication and leadership presence.
- Lead internal communications and key organizational meetings (Executive Team, Leadership Team, quarterly Board meetings), ensuring transparency, alignment, and follow-through.
- Drive performance management processes, goal-setting, and organizational evaluation frameworks.

### **Financial Strategy, Oversight & Compliance**

- Lead the development and execution of financial strategy, risk management, forecasting, and multi-year planning.
- Oversee all financial operations including budgeting, accounting, cash flow, audit, and reporting.
- Ensure the accuracy and timeliness of financial reports for internal stakeholders and the Board.
- Lead the annual budgeting process, monthly closes, audits, and Finance Committee presentations.
- Develop and maintain financial management systems (e.g., QuickBooks, Salesforce integrations), dashboards, and reporting tools.
- Ensure compliance with nonprofit financial standards and grant reporting requirements.

### **Human Resources & Organizational Culture**

- Oversee all HR functions, including recruitment, hiring, retention, compensation, benefits administration, and performance management.

- Champion organizational culture initiatives to foster inclusion, engagement, morale, and staff well-being.
- Ensure compliance with employment laws and manage employee relations, performance issues, and professional development initiatives.
- Guide compensation strategy and conduct benchmarking to ensure equity and competitiveness.

### **Operations, Technology, & Infrastructure**

- Lead modernization and integration of operational systems to support scalability, efficiency, and equity.
- Oversee office and co-working facilities, vendor management, and regional infrastructure needs.
- Ensure effective technology adoption and the use of data and digital tools to enhance organizational performance.
- Manage internal administrative functions including expense tracking, contract management, and office operations.

### **Contracts, Legal, Insurance & Compliance**

- Serve as the primary point of contact for all organizational contracts and negotiations.
- Maintain strong relationships with legal counsel and insurance brokers to manage risk and ensure compliance with all laws and regulations.
- Oversee organization-wide compliance including employment laws, tax filings, nonprofit governance, and staff training.
- Develop and maintain robust internal controls, policies, and procedures across all areas of responsibility.

### **KEY REQUIREMENTS:**

- Bachelor's degree in Business Administration, Nonprofit Management, Finance, Public Administration, or a related field.
- *Preferred:* Master's degree (MBA, MPA, or equivalent).
- **10+ years of senior leadership experience** in nonprofit finance and administrative operations
- A track record of building and scaling systems that enable mission growth and excellence
- Expertise in strategic financial planning, forecasting, budgeting, financial reporting, compliance, and risk management.
- Strong experience leading HR, tech, and operations functions in fast-paced, geographically dispersed environments.
- Skilled communicator who can distill complexity and lead with transparency and empathy.
- Deep commitment to equity, education transformation, and World Savvy's mission.

### **PHYSICAL DEMANDS:**

This position requires the ability to:

- Constantly remain in a stationary position, often sitting for prolonged periods.
- Occasional presentation of day-long professional development events requiring prolonged periods of standing.
- Occasionally move about to accomplish tasks or move from one worksite to another, including all types of travel (air, train, car, etc.).
- Constantly communicate with others to exchange information.
- Constant use of a computer keyboard and mouse, repeating motions that may include the wrists, hands and/or fingers.
- Occasional operation of office equipment, such as printers, copiers, and scanners
- Constant assessment of the accuracy, neatness and thoroughness of the work assigned.
- May occasionally be required to work irregular hours or adjust to time zone changes due to travel.

**APPLYING FOR THE POSITION:**

Please apply online at <https://worldsavvy.bamboohr.com/careers/77>. Please include a resume and a cover letter that addresses your qualifications for the role. If you have questions that would affect your interest in applying, please e-mail [jobs@worldsavvy.org](mailto:jobs@worldsavvy.org).

**AFFIRMATIVE ACTION/EEO STATEMENT:**

World Savvy is an Equal Employment Opportunity Employer. Equal Employment Opportunity has been, and will continue to be, a fundamental principle at World Savvy, where employment is based upon personal capabilities and qualifications without regard to: age; ancestry; color; creed; domestic violence victim status; gender, gender identity or expression (including transgender status); genetic information; marital status; medical condition; military and veteran status; national origin; physical or mental disability; political affiliation; protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act); race (including traits that are historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists); religion; sex (including pregnancy, childbirth, breastfeeding, or related medical conditions); sexual orientation; status with regard to public assistance; or any other protected categories under applicable federal, state and local law in which World Savvy operates.

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