



Director of Print and Distribution Operations

Location: Hybrid (Towson, MD / Remote)
Schedule: Monday - Friday, flexible hours; in-office Wednesdays and Thursdays
Reports to: Chief Executive Officer
Salary: \$90,000 annually

Help schools get the materials they need to change outcomes for children

At Success for All, we partner with schools to help *every* child learn to read, write, and think critically. Our work combines research-proven instructional materials with the schoolwide systems, coaching, and support that help strong teaching happen consistently across classrooms. Behind that work is a critical operational function: the print, inventory, and distribution systems that make sure schools receive the right materials, in the right amounts, at the right time.

We are looking for a Director of Print and Distribution Operations to lead that work.

This role is ideal for a strong operations leader who can manage complexity, build reliable systems, and keep details moving without losing sight of the bigger picture. You will oversee print buying, inventory demand forecasting, planning, vendor coordination, warehouse and fulfillment operations, and the internal systems that support order accuracy, cost control, and timely delivery. You'll also provide oversight for contract-related operational processes.

This is a hands-on leadership role with real ownership. You'll work alongside a talented, experienced, and deeply committed team that takes pride in supporting schools well. This role is highly collaborative and offers the opportunity to partner with skilled colleagues across the organization who bring both expertise and heart to the work. You'll help ensure that schools and partners receive the materials they need to launch well and serve their students with great success!

What you'll lead

Print buying and vendor management

- Lead print purchasing across SFA's instructional materials and related products.

- Build and maintain strong relationships with print vendors and suppliers.
- Negotiate pricing, timelines, and service expectations to support quality, reliability, and cost-effectiveness.
- Manage vendor performance and resolve production or delivery issues quickly and professionally.
- Help ensure SFA has the supplier network and operational flexibility needed to support both current schools and future growth.

Forecasting, inventory planning, and control

- Lead demand forecasting for printed materials based on new contracts, renewals, school implementation plans, and historical ordering patterns.
- Translate forecasted demand into print purchasing, production schedules, and inventory decisions.
- Oversee inventory planning and replenishment to ensure materials are available when schools need them.
- Establish and monitor reorder points, usage trends, and stock levels to reduce shortages, overages, and delays.
- Supervise inventory processes, including cycle counts, audits, and data accuracy.
- Partner with internal teams to improve forecast accuracy and align planning across contracts, production, inventory, and fulfillment.

Distribution, warehouse, and fulfillment operations

- Serve as the primary operational lead for warehouse and fulfillment coordination.
- Partner with third-party warehouse providers on receiving, storage, kitting, picking, packing, and shipping.
- Monitor order flow and fulfillment performance to ensure materials are shipped accurately and on time.
- Identify and address breakdowns in distribution processes before they become larger problems.
- Improve the systems and routines that support smooth, dependable delivery to schools and partners.

Operational systems and reporting

- Partner with internal systems and finance colleagues to maintain accurate data across inventory, orders, fulfillment, and contract-related workflows.
- Use reporting to track inventory health, purchasing activity, vendor performance, shipping metrics, and operational risks.
- Identify opportunities to improve efficiency, visibility, and decision-making across print and distribution operations.
- Support stronger processes, cleaner handoffs, and better cross-functional coordination across teams.

Contract and partner operations support

- Oversee operational aspects of customer and partner contract processes in collaboration with the internal contracts team.
- Support pricing updates, renewals, documentation, tracking, and internal coordination related to school and partner agreements.
- Help ensure contract-related workflows align with inventory, ordering, and fulfillment realities.
- Supervise team members supporting proposals, documentation, and partner coordination as applicable.

What success looks like

In this role, success means:

- schools receive materials accurately and on time
- inventory is well managed and visible
- vendors and warehouse partners are responsive and reliable
- internal teams can trust the systems and data
- operational issues are surfaced early and solved well
- print and distribution functions are ready to support both day-to-day needs and long-term growth

What you bring

- Bachelor's degree in business, operations, supply chain, logistics, or a related field, required.
- 5+ years of relevant experience in print operations, inventory, procurement, distribution, supply chain, or fulfillment leadership, required.
- Experience managing physical product workflows with strong attention to timing, cost, and accuracy.
- Experience working with vendors, warehouses, and distribution partners.
- Strong operational judgment and problem-solving ability.
- Experience supervising staff and leading cross-functional work.
- Confidence using data and systems to monitor performance and improve processes.
- Strong communication skills and the ability to build trust across teams and partners.
- High level of organization, follow-through, and ownership.

Preferred qualifications

- Experience with print buying or print production management.
- Experience in education, publishing, nonprofit operations, or mission-driven organizations.
- Familiarity with CRM, ERP, inventory, or order management systems.
- Experience supporting contracts, pricing, or proposal-related operational workflows.

- Comfort working in an environment where both strategic thinking and day-to-day execution matter.

Why this role matters

At Success for All, the work of print, inventory, and distribution turns planning into delivery and delivery into real support for educators and students.

We're looking for someone who takes pride in building order, solving problems, and making important work run well. If you are energized by ownership, collaboration, and mission-driven operations, we'd love to hear from you.

Working conditions

Work is generally performed in a hybrid environment, with regular in-office presence in Towson, Maryland. Some travel may be required.

Physical effort

This role typically requires limited physical effort, though occasional interaction with printed materials, samples, or warehouse-related processes may be involved.

Equal opportunity employer

Success for All Foundation is proud to be an equal opportunity employer. We value a diverse workforce and are committed to creating an inclusive environment for all employees.