NexusStart

OPERATIONS SUPPORT FOR SCHOOLS & COMMUNITY ORGANIZATIONS

The operations director you don't have, for the projects you never get to

In small organizations, operations lands on the director's plate. We take it off: building the systems, processes, onboarding, and tracking tools your team keeps meaning to build, then handing them over so they run without us.

Sound familiar? Here's where we come in.

01 Ops Check-Up

"Everything feels harder than it should." A quick diagnostic of what's really slowing your team down.

Staff survey · document review · findings report · prioritized 90-day roadmap · readout

02 Cleared for Takeoff

"Every new hire is a scramble." An onboarding system, including a condensed version for seasonal hires.

Checklists · 30/60/90 plan · welcome packet · supervisor guide · onboarding tracker

03 Hire Right

"We keep hiring the wrong people." A structured, fair hiring system for teams without HR.

Job descriptions · interview guides · scoring rubrics · reference checks · pipeline tracker

04 Process Makes Perfect

"If she left, we'd be in trouble." SOPs that get critical know-how out of one person's head.

5 or 10 documented SOPs · process index · reusable SOP template · SOP library tracker

05 Team Tracker System

"It's all in emails and spreadsheets." One source of truth for staff info and follow-up.

Linked roster, check-in, and performance lists · simple views · admin guide

Operations Foundation bundle: Cleared for Takeoff + Hire Right + Process Makes Perfect (5 SOPs), delivered as one engagement. **Add-ons:** New Leader Toolkit, plus live virtual workshops like *Lead Like You Belong* and *Say the Hard Thing*.

HOW IT WORKS

A short intake questionnaire · one 45–60 min kickoff · a 3–4 week build in Microsoft 365 or Google Workspace · a walkthrough and admin guide. Yours to keep.

INVESTMENT

Custom quotes based on team size and level of customization. Most clients start with an Ops Check-Up.

YOUR CONSULTANT

Gift S., MA: operations leader with 15+ years building teams and systems, including a decade running youth programs and onboarding used for 200+

Let's talk about what your team needs: hello@gonexusstart.com | gonexusstart.com