



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: **OPERATIONS MANAGER**

Put your passion and talent for operations to work helping education nonprofits thrive. We're on a mission to strengthen the leadership, build the capacity and accelerate the impact of critical education nonprofits that together help thousands of low-income youth succeed in school, at work and in life. If you're an experienced, impact-driven, resourceful, highly-organized and detail-oriented operations professional, we invite you to submit your application for consideration as our **OPERATIONS MANAGER**.

WHO WE ARE:

We are City Scholars® Foundation, a tax-exempt, for purpose corporation founded in 1993. **We believe every child deserves a quality education regardless of their zip code or family income.** In high-poverty, under-resourced communities, education nonprofits play a critical role helping schools and families give thousands of youth a better chance to learn and achieve against the odds. That's why, we're passionately committed to helping education nonprofits thrive.

WHAT WE DO:

As demand increases, education nonprofits depend upon resourceful and resilient leaders who need more than heart to keep the lights on and the doors open. To help education nonprofits and their leaders grow strong, survive and thrive, we partner with equity-minded corporations, foundations and individuals to sponsor the City Scholars® Fellowship for Education, an innovative leadership and capacity building collaborative.

Powered by TEAM City Scholars® executive volunteers, our Fellowship for Education helps nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) grow the after-school, school-based and youth-focused nonprofits they lead from survival to success to significance. Our Foundation Fellows collaborate each year to help over 50,000 predominantly low-income youth of color throughout Southern California and beyond stay in school, out of trouble and on track to a brighter future. **Be inspired at www.cityscholars.org.**

WHAT YOU'LL DO:

As our **OPERATIONS MANAGER**, you'll join a highly collaborative and supportive team of executive volunteers and staff who together, as **[TEAM City Scholars®](#)**, make our mission possible. Reporting to our Founder & President and working closely with our Associate Director and Associate/Assistant, you'll take charge of mission-critical:

- **Meeting & Event Logistics** for all Foundation-sponsored convenings (both in-person and virtual)
- **Communications & Philanthropy Operations** to celebrate our impact and engage increased support
- **Administrative Operations** for financial administration, office management and executive assistance

With you on board, we can expand our impact and continue to grow forward operating like a well-oiled machine with all of the logistics, operations and administrative "puzzle pieces" falling into place perfectly.

www.cityscholars.org

We'll look to you, as our **OPERATIONS Manager**, to:

- **Manage logistics and production for all in-person and virtual Foundation-sponsored meetings and events.** Meetings and events currently range in size from small groups of 7-10 participants to larger convenings with 70 – 80+ guests/participants. Specifically, you'll:
 - develop and implement systems and processes to streamline event coordination
 - research, negotiate and act as the primary contact for venues and vendors (whether paid or in-kind)
 - determine and support catering and AV needs, including creation of required visuals or presentations
 - manage appropriate software/hardware to ensure virtual meetings/events are seamless, i.e., screen sharing, recording, spotlighting speakers, breakout rooms, downloading and editing recordings, etc.
 - oversee tracking of participant RSVPs, guest confirmations, the collection of vaccination records, participation waivers and related printed materials
 - lead day-of-event set-up, event flow and pack down in collaboration with staff support
 - recruit, train and supervise event volunteers as needed; and,
 - produce event summaries and track related expenses to ensure budget compliance.

- **Strengthen our infrastructure and day-to-day operations for communications and philanthropy.** Specifically, you'll:
 - analyze, develop and implement systems and processes to streamline communications and philanthropy operations resulting in increased financial, in-kind and executive volunteer support.
 - manage and monitor data accuracy of contact databases, website and social media outreach
 - research, recommend, implement and maintain a donor database/CRM system that best suits our current needs and allows for continued growth
 - explore and qualify prospective donors to expand philanthropy pipeline
 - design and maintain philanthropy calendar
 - streamline and organize our existing Campaign Toolkit, which encompasses tools, templates, timelines, checklists, etc.
 - prepare, submit and track sponsorship invitations and grant applications (using templates)
 - update and coordinate our annual individual donor outreach and monthly giving appeal
 - devise and coordinate our annual TEAM City Scholars® Board & Executive Council pledge campaign
 - ensure distribution of timely and accurate gift acknowledgements to every donor

- **Oversee and execute day-to-day financial administration, office management and executive support.** Specifically, you'll:
 - conduct comprehensive review of existing administrative systems and processes to streamline for greater efficiency and effectiveness.
 - act as the key liaison with our pro bono accounting team (CPAs who are TEAM City Scholars® members)
 - ensure timely and accurate financial recordkeeping (revenue, expenses, payroll, etc.), reconciliation and reporting (using Quickbooks accounting software) with support from our Associate/Assistant.
 - manage efficient and effective administrative operations in support of human resources, IT and the Foundation's "mobile" office.
 - provide executive support for our Board (including our Founder & President) and our Executive Council.

WHO YOU ARE:

As an experienced operations professional with a passion for helping education nonprofits thrive, you:

- possess a Bachelor’s degree and a proven track record of post-collegiate success (ideally 7 years or more) as a high-performing, well-organized, self-motivated, impact-driven team player with a “let’s do this” attitude who excels working independently and collaboratively in both traditional office and virtual environments. Successful event coordination and operations management experience is a must. Experience in philanthropy operations is a plus.
- think BIG while implementing projects large and small with excellence; take ownership and initiative; balance focus with flexibility and enthusiasm with patience; have strong analytical and problem-solving skills; demonstrate excellent written and verbal communication skills; are extremely detail-oriented; thrive managing multiple (sometimes changing) priorities and projects with minimal supervision; and, handle confidential matters with discretion.
- are highly proficient with Microsoft Office and G-Suite. Proficiency with Dropbox, Zoom, Salesforce, SurveyMonkey, Quickbooks, WordPress, Canva, Adobe Creative Suite and various social media is a plus. Working knowledge of basic nonprofit bookkeeping and accounting is strongly preferred.
- can present proof of full COVID-19 vaccination, possess a valid driver’s license; own or have access to a reliable automobile with proof of insurance and valid registration; and, can lift 20 lbs.

COMPENSATION:

As our **OPERATIONS MANAGER**, you’ll join us earning \$65,000/year working generally Monday – Thursday (32 hours/week) + occasional Fridays. This position is classified as full-time, exempt, benefits eligible.

BENEFITS:

Upon successful completion of the Introductory Period, full-time employee benefits currently include:

- Four-Day Workweek, Monday – Thursday + occasional Fridays
- Hybrid Location = Remote + 2 – 4 days/month on-site in Downtown Los Angeles or surrounding region
- Holiday Pay (18 - 20 organization holidays/year including end-of-year office closure)
- Employer contribution to group health plan and Simple IRA retirement savings plan
- Public transportation commuter benefit plan (for the days we work together in person)
- Professional development opportunities

We take lunchtime seriously and are closed to the public most Fridays to give our team time to reflect, renew and recharge. We work together virtually most of the week; and aim to work together in person (practicing all COVID safety protocols) one day a week in Downtown LA or the Greater Los Angeles region.

HOW TO APPLY:

Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing why our mission matters to you and how, as our **OPERATIONS MANAGER**, you can help the Foundation grow forward operating as a “well-oiled machine.” Email both application documents as **PDF files to team@cityscholars.org**. Only qualified applicants selected for the interview process will be contacted. No phone calls please. City Scholars® Foundation is an equal opportunity employer. *Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.*