Job Announcement

Position Title: Operations Associate
Reports To: Executive Director
Compensation: Based on experience, $52,000 - $64,000
Position Type: Full-time, exempt
Closing Date: May 8, 2020

About Chalkboard Project / Foundations for a Better Oregon

Foundations for a Better Oregon (FBO) is a nonprofit organization led by a coalition of Oregon’s largest philanthropic foundations. Since 2004, FBO has championed a strong and equitable public education system through the Chalkboard Project. Working in partnership with community, policymakers, and philanthropy, Chalkboard Project is using the power of advocacy, convening, research, and storytelling to ensure every child in Oregon has the opportunity to learn, grow, and thrive. Our statewide efforts have advanced significant legislation; kindled shared learning through data and research; and amplified the voices and ideas of students, families, educators, and communities.

Work Environment

FBO/Chalkboard is a small, fast-paced, highly engaged work environment with partners and collaborations that extend across Oregon. We strive to communicate effectively and respectfully within the context of varying beliefs, orientations, identities, and cultural backgrounds. We value personal growth, courageous communication, honest reflection, and promote a willingness to change for continuous improvement and growth.

Position Description

The Operations Associate plays a critical role in keeping the office and team running smoothly; supporting the Executive Director; and serving as a liaison to the FBO Board of Directors. This position’s primary responsibility is ensuring organizational effectiveness by coordinating the organization’s operations, including basic financial management, scheduling, IT, and events. The Operations Associate will be responsible for day-to-day operations, interfacing with contracted professional services, and developing and implementing internal practices in collaboration with the FBO/Chalkboard team.

Required Skills and Qualifications

- Interest and commitment to enhancing the effectiveness of nonprofit organizations.
- Exceptional organizational and time management skills.
- Familiarity with Microsoft Office, Google Suite, Dropbox, and Apple products.
- Demonstrated experience with nonprofit office coordination is strongly preferred.
Essential Duties and Responsibilities

Operations
● Support the administrative needs of the Executive Director.
● Organize office operations and procedures to reinforce efficiency and productivity.
● Streamline office record-keeping, including management of digital and physical records.
● Manage IT subcontractor and troubleshoot staff IT issues.
● Coordinate and produce quarterly lobby reports.
● Responsible for the maintenance of office resources, technology, and supplies.
● Responsible for landlord and building safety matters.

Financial Liaison
● Work collaboratively with FBO/Chalkboard directors on matters related to budgeting, revenue, and expenses.
● Coordinate with off-site financial and accounting services for day-to-day transactions, including interfacing with online accounting and operations systems, producing checks, and preparing deposits.
● Manage vendors and administer contracts for vendors and consultants.
● Observe internal controls and compliance with office policies and procedures.

Board Management and Investor Relations
● Coordinate all communications and logistics related to the Board of Directors and Board committees.
● Prepare packets, background materials, and research for presentation to funders.
● Draft grant proposals, reports, and correspondences for funders and be responsible for their timely submission.
● Coordinate staff and lead vendor, venue, and logistics planning for annual partner event.

Communications and Programs
● Work closely with the Strategic Communications Director to monitor media outlets, compile internal staff media briefings, and produce public newsletters.
● Manage data tracking systems and produce relevant reports.
● Support policy tracking and advocacy efforts.
● In coordination with staff, assist programs including event, research, and travel support.

General Attributes and Skills
● A curious learner with the readiness to continuously adapt and grow.
● Ability to provide and receive constructive and regular feedback.
● Strong listener with ability to develop authentic, trusting professional relationships.
● Ability to analyze and define a problem, evaluate alternatives, and find a solution.
● Self-starter, flexible, motivated, and able to take initiative.
● Ability to manage competing priorities and work under pressure.
● Sense of perspective and humor.
Foundations for a Better Oregon/Chalkboard Project Is an Equal Opportunity Employer

We are committed to providing an environment that is free from discrimination and harassment with respect to race, color, ethnic background, religion, gender, age, socioeconomic status, sex, sexual orientation, political beliefs, affiliations, disability, or marital or veteran status.

Compensation and Benefits

- Annual salary between $52,000 - $64,000
- Medical and dental coverage
- 401(k) Retirement Savings Plan with qualified match and contribution
- Section 125 Flexible Benefits Plan
- Transportation stipend ($100/month)
- Generous paid time off, sick leave, and holidays
- Flexible work environment (including remote work as circumstances require)

Application Process

Email resume and cover letter to careers@chalkboardproject.org by noon on May 8, 2020.