

Winston Family Foundation

Position: Operations & Program Associate - NGO

Reports to: Chief Executive Officer (CEO)

Category: Non-Exempt

Revised: September 26, 2023

SUMMARY

The Operations & Program Associate serves a vital role in the Winston Family Foundation to support the Foundation's executive, board, administrative, and philanthropic priorities. This position primarily supports the CEO with her/his daily responsibilities, serving as an administrative liaison between the CEO, board of directors, and other staff and consultants. In the future, they will also support the Operations & Grants Manager by providing programmatic and grant functions as assigned. The role requires a person who can work with board members, nonprofits, peer foundations, vendors, and other stakeholders in a professional manner. There is a broad array of administrative, programmatic, and communication responsibilities that this person will support which can change frequently as the CEO's and foundation's priorities evolve. This role of Operations & Program Associate requires a person who enjoys being a generalist, has strong communication skills, is positive, dynamic, extremely organized, has strong computer skills, and wants to be involved in all aspects of an organization. In the short term, the position is remote, with a plan for the role to be in-office or possibly hybrid. As the organization evolves and formalizes its operations, this may be a full-time in-office position.

Only candidates who are available and interested in working in an office environment full-time should apply.

Essential Job Functions

The responsibilities that follow are not intended to be comprehensive and are intended to provide a representative summary of the major duties and responsibilities of the position. The position may require performing additional position-specific tasks.

Administrative Management & Board Liaison: (50%)

- CEO Support:** Works closely with the CEO to meet operating goals and strategic priorities, including administrative support for board and committee meetings, annual planning retreats, and other meetings and events; prepares memos and routine correspondence, scheduling and calendars, credit card reconciliations, mileage & out-of-pocket reimbursements, travel arrangements, filing, organizing files, and general correspondence. Works with CEO to monitor and project costs in accordance with the Foundation's capital and operational budgets.
- Board Liaison Duties:** Supports CEO with board communication including correspondence, surveys, and supporting board member requests. Keeps the board calendar up to date and helps develop and manage a board portal with necessary meeting materials, information packets and governance information. Prepares and develops meeting materials, presentations, information packets, logistical arrangements, onsite technology/AV, and coordinates speakers/guests for meetings. Takes or arranges for minutes to be captured accurately and in accordance with governance requirements and maintains the Foundation minute book.
- Office Administration Duties:** Works closely with the CEO to handle onsite and remote daily office management and administrative needs. This position will support developing policies and procedures, coordinating activities related to onsite finance/accounting, HR, benefits, payroll, IT/AV, vendor management, contracts administration, and facilities. Manages onsite vendors, liaison with landlord for

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office needs, maintains calendars and contacts, parking and validations, office supplies, organizes files and storage, Answers phones, handles mail and packages, hospitality and logistics for meetings, maintaining critical administrative account and log-in information, handling the maintenance of onsite AV/IT systems.

External Communications (25%)

1. Assist the CEO in the development, management, and updating of the Foundation website with information relevant for public users.
2. Support, as needed, any future social media accounts or sites utilized by the organization to communicate with the public, board members, or other stakeholders.

Program & Grants (25%):

This position will support all grant and programmatic functions as needed. This may include:

1. Supporting the CEO with grant related activities including staffing the grant or prize committees, preparation of materials for the grant or prize committee, application review, grantee correspondence, due diligence and research, communication, administration, data entry, or other grants management priorities.
2. Supporting the CEO with board engagement activities such as the design & development of training, workshops, and other activities to enhance board learning and board engagement.
3. Providing logistical and planning support for convenings, initiatives and other meetings as they arise.
4. Participating in philanthropic activities to further community relations and outreach to build foundation relationships and enhance operations. Representing Winston Family Foundation at community meetings as needed.

Supervisory Responsibilities: Supervises vendors and consultants assigned. Supervises any administrative interns or staff that may be hired or utilized by the foundation.

Knowledge, Skills, and Abilities

- **Technology Skills:** Expert-level knowledge of MS Office suite, including strong proficiency with Excel (VLOOKUP and pivot tables), Access, TEAMS multiple features and associated apps (e.g., Planner/Tasks to help support project management), Zoom functionalities, Survey Monkey, Doodle Poll, and additional software programs.
- **Communication Skills:** Exceptional written and verbal communication skills. An ability to compose and edit correspondence and reports. Knowledge of proper English, grammar and punctuation is required, with knowledge of a variety of written styles and formats. Critical thinking in assessing, compiling and dissemination of information is necessary. Ability to prepare and deliver information both internally and externally and comfortably interact with diverse audiences. Experience using social and other media as a communication tools.
- **Organizational Skills:** Ability to multi-task, manage a fast-paced heavy workload, and move seamlessly from one function or project to another without missing critical deadlines or deliverables. Superb project management, follow-up, and organizational skills with exceptional attention to detail. Ability to effectively manage multiple, competing priorities, to staggered deadlines, in a fast-paced environment with demonstrated follow-through and results delivery.
- **Problem-Solving Skills:** Ability to problem solve and exercise good judgment; demonstrated skill as a quick and adaptive learner able to digest substantial content and synthesize information to create effective solutions. Critical thinking, analytical, and problem-solving skills are a must.

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- **Teamwork & Initiative:** Adaptability and flexibility, with a willingness to collaborate in a team environment. Ability to take initiative and work independently, while simultaneously being a pro-active team player with a flexible and enthusiastic approach to working effectively with others in a collaborative workplace while being intensely dedicated to results. Strong internal and external customer focus and approachability.
- **Judgement & Discretion:** Ability to interact professionally with senior level executives, board members, and community partners. Ability to use discretion and appropriately assess the sensitive nature of any situation and keep all matters confidential.

Education and Experience

- A bachelor's or master's degree in public or business administration or a related field, plus a minimum of 2 to 5 years of experience in philanthropy, grantmaking, nonprofit, or an equivalent blend of education and experience.

Working Conditions

- Only candidates who are available and interested in working in an office environment full-time should apply. However, this role currently works primarily in a remote environment until an office location is finalized, which may include shared offices such as WeWork.
- May be required to travel to meetings, conferences, site visits, or other public venues offsite.
- Use of computers requires hand/wrist motion and visual focus – requires extensive review of detailed financial reports, contracts, policies, and grant agreements.
- Schedule is 40 hours per week, Monday through Friday 9am – 5pm but can change as needed. Board retreats or meetings may require one weekend per year.
- Must have a valid driver's license and automobile insurance policy.

About Us

- The Winston Family Foundation, a new philanthropic organization, seeks to address issues of national importance related to health and well-being, environment, and community and economic development. We are growing and evolving, and this is a terrific opportunity to get in on the ground floor helping to professionalize the institution and support its ability to drive community impact.

Benefits

- The foundation provides a robust benefits package including health, dental, retirement and PTO.

To apply for this position please submit a resume and cover letter to info@winstonff.org