



Operations Manager Position Description

ABOUT EAST SIDE ALIGNED

In 2015, community members developed a bold agenda—The East Side Aligned [Roadmap](#)—aimed at creating the conditions for all children and youth within the East St. Louis School District 189 footprint to be healthy and safe in their environments; socially connected and emotionally secure; successful in school, college, and work; and positively engaged in their community.

Comprised of over 180 strategies, the Roadmap reflects the community's aspirations for young people as well as the willingness of people and organizations to work together to create the conditions for children and youth to thrive throughout the cradle-to-career journey. In 2022, East Side Aligned (ESA), the organization, was formed to sustain the work of strengthening community collaboration and facilitating systems change.

POSITION SUMMARY

East Side Aligned is looking for a highly organized and detail-oriented person to support our growing organization. The position will directly support the Executive Director and other team members in carrying out essential day-to-day operations. The following is a summary of the key functions of the Operations Manager.

Finance and Administration – ~50% of the role

- Build and manage organizational and grant budgets.
- Prepare financial reports for internal and external audiences.
- Manage payment processing, purchases, invoicing, and expense tracking.
- Improve record keeping practices and manage electronic and hard-copy records.
- Develop, review, and/or revise operational handbooks, policies, and practices.
- Monitor and ensure completion of governmental and grant registrations, filings, and reporting.
- Coordinate team building and learning activities to nurture a vibrant team culture.

Facilities and Equipment – ~30% of the role

- Monitor building access, welcome visitors, and coordinate deliveries.
- Manage meeting room usage and setup.
- Manage supplies and equipment inventory.
- Ensure equipment functionality and coordinate maintenance as needed.
- Manage relationships with service vendors.
- Coordinate completion of building repairs and enhancements as needed.

Donor and Grants Management – ~10% of the role

- Process donations and gift acknowledgment letters.
- Prepare and send pledge reminders and invoices as necessary.
- Assist with managing donor database.
- Assist with fundraising events, including tracking RSVPs and expenses/revenue.
- Assist with maintaining a database of potential funding opportunities.
- Assist with ensuring grant compliance.

Impact Area Support – ~10% of the role

- Manage annual awards programs.
- Provide logistical support with the coordination of external meetings.
- Assist with collecting required (i.e., consent forms) and requested (i.e., surveys) documents.
- Research and prepare information in support of meetings, projects, purchases, and reports.
- Perform other administrative duties in support of projects and initiatives as needed.

Required Qualifications:

- 3+ years of experience with finance and operations.
- 3+ years of experience with administrative processes.
- Proficiency with Google Workspace and Microsoft Office 365.
- Experience with QuickBooks (preferred).
- Detail-oriented, organized, and able to multitask while meeting important deadlines.
- Ability to maintain professionalism and confidentiality in sensitive and/or complex situations.
- Strong writing skills; experience in drafting correspondence, reports, and other written documents.
- Strong interpersonal skills to interact positively with staff, partners, volunteers, and guests.
- Understanding and experience with database management; ability to adapt to new technology.
- Self-starter with the ability to work both independently and in collaborative teams.
- Self-motivated and able to work well with frequently shifting priorities.
- Able to work with minimal supervision.
- Embody a commitment to racial equity, social justice, and individual and collective well-being.

Reporting Relationship: The Operations Manager reports to the Executive Director.

Salary: \$52,500

Benefits (Partial List):

- Competitive medical/dental/vision insurance plans; 80% of base plan covered by ESA.
- 4% 401(k) employer contribution.
- Employer paid short-term disability, long-term disability, and life insurance.
- Human-centered Paid Time Off (PTO) and Leave policies.

Work Conditions: We are committed to attracting, retaining, and engaging a committed, talented, and diverse team. East Side Aligned prioritizes a positive, flexible environment and successful work-life balance. While this position will primarily work Monday – Friday during business hours, occasional evening and weekend hours will be required, with advance notice, to attend meetings and events.

Submit cover letter, resume, and questions to admin@eastsidealigned.org

Position will be posted until filled