



THE FOUNDATION FOR A  
**HEALTHY HIGH POINT**

*Operations and Grants Manager Position*

***Job Summary***

*The Operations Manager assists the Executive Director in terms of all daily administrative matters, as well as provides support for program staff, the Board of Directors and all board committee activities, and coordinates special meetings and events. In addition, responsibilities include support of grantmaking activities, such as interaction with grantees and potential applicants, grants-related software, assisting program staff with evaluation of grantee performance and progress.*

***Administrative Responsibilities***

- Provides administrative and executive support to the Executive Director (schedule appointments, maintain calendar, organize meetings, arrange travel, prepare documents, etc.)
- Maintains established Foundation policies, procedures and objectives
- Attends Board meetings; writes and maintains Board meeting minutes
- Organizes logistics and scheduling for Board and Committee meetings
- Assists in preparation of the Board and Committee materials as needed
- Serves as point of contact for incoming inquiries from mail, email and phone calls
- Types and files outgoing correspondence and maintains correspondence files
- Coordinates staff meeting agendas, reminders and updates; ensures follow-ups
- Uses discretion when working with confidential information

***Record Keeping***

- Supervises maintenance of both electronic and hard copy filing systems
- Ensures the security of personnel and financial files
- Initiates evaluation of office systems as needed and supervises implementation of systems
- Maintains up-to-date versions of corporate documents as required by law
- Establishes procedures for maintaining electronic records of Board, committee and staff meetings

***Finances***

- Coordinates back-office functions and is the liaison with third-party contractors to ensure the following functions are carried out:
  - Manages office accounts receivable and accounts payable process
  - Ensures bills are paid in a timely fashion
  - Reconciles monthly multiple bank accounts and the Foundation business credit card statement
  - Coordinates processes related to expense reports and payments
  - Manages processes to assist with payroll
  - Assists with retirement plan
  - Tracks and reports office budget

- Assists with development of annual operating budget
- Assists with annual audit

### ***Program and Grants Management Support***

- Supports Executive Director and all personnel in creative, thoughtful, collaborative, visioning for programs, projects, and internal management matters
- Monitors, schedules and tracks grant payments and reports
- Assists with maintaining official grant files and security of confidential information; Maintains the online database and physical grant files ensuring the accuracy and integrity of data
- Assesses applicant eligibility and connects requestors to staff; Confirms applicant 501(c)3 status through Guidestar Charity Check; Assures compliance with IRS regulations for private foundations; performs due diligence function
- Verifies accuracy of grant-related documents for payment and audit purposes; Processes grant payments and prepares grantee notifications of grant approval / declination
- Maintains the online grants management system and stays current with software updates
- Manages mailings, as appropriate, to grantees, Board members, vendors, contractors and consultants, as well as special stakeholder groups
- Assists with development of materials for Board of Directors and committee meetings

### ***General Office Coordination***

- Orders office supplies and maintains office inventory
- Manages physical care of office facilities
- Arranges for required maintenance and replacement of office equipment
- Provides minor technical support, maintenance and assistance as needed by foundation staff, including troubleshooting and liaising with vendors and IT support
- Assists with events and receptions by coordinating RSVPs, nametags, and varying event support
- Ensures that regular office hours are established and maintained

### ***Other Responsibilities***

- Offers support in procurement, including negotiation with consultants and vendors
- Assists with maintaining Foundation website
- Understands grants software and serves as a back up to Program Officer, as needed
- Manages special projects, as needed
- Drafts correspondence related to queries, proposals, grants, payments, and other matters
- Supports creation of electronic and print communications
- Other duties as required to support Foundation responsibilities

### ***Requirements***

- Non-profit or foundation experience preferred
- Strong oral and written communication skills, with demonstrated ability to express ideas concisely and clearly in oral presentations, business communications, letters, memoranda, and minutes
- Excellent organization and time management skills with attention to detail
- Maintains a high degree of privacy and confidentiality

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Experience completing expense reports and drafting annual budgets
- Bookkeeping experience
- Ability to take initiative, prioritize and complete multiple project assignments
- Willing to accept changes in proprieties and meet deadlines required
- Strong interpersonal skills
- Ability to work as part of a team
- Ability to work without supervision in a small office environment
- Flexibility and willingness to take direction
- Demonstrated ability to work with the public in a courteous and professional manner
- Ability to work sensitively and effectively with diverse populations
- Performs job requirements efficiently and orderly
- Personal and professional integrity, pleasant attitude, self-motivated, service-oriented approach

### ***Education Requirements***

- Bachelor's degree and 5 years administrative experience, through increasingly responsible experience in executive level administrative support
- At least 5 years of office management experience

***The ideal incumbent*** will be a creative, energetic self-starter who is detail-oriented, organized, efficient, and able to prioritize, multitask, and manage time wisely. He or she will have excellent oral, written, and interpersonal communication skills, be able to work effectively with individuals from a wide variety of backgrounds and cultures, be a team player working with other Foundation personnel, and have the ability to maintain a good sense of humor and perspective. The incumbent will have specified computer and software proficiency and be familiar with operation of basic office equipment. He or she will reflect integrity and maturity in carrying out responsibilities and in representing the Foundation.

### ***How to Apply***

Interested candidates should send the following to [resumes@healthyhighpoint.org](mailto:resumes@healthyhighpoint.org):

- Cover Letter
- Resume
- Salary Expectations

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