



TITLE: Operations Manager

DEPARTMENT: Cradle 2 Career Initiative

REPORTS TO: Executive Director

WAGES: Range of \$45,000 to \$55,000 annually with benefits options

EMPLOYMENT STATUS: Full-Time

FLSA STATUS: Non-Exempt

WHO WE ARE AND WHAT WE DO

Cradle 2 Career is a community-wide initiative that works to improve educational outcomes for every child in Rochester by transforming the way partners work together. Cradle 2 Career is committed to seeing every child and young adult in our community succeeding cradle to career through shared purpose, alignment, and accountability among stakeholders. As a community, we can achieve excellence for everyone by being courageous, by mobilizing the best resources, and by inspiring individuals to live boldly and collectively for positive change. Our work and workplace is informed by our values: community, courage, progress, and results.

The Operations Manager is a key member of the Cradle 2 Career team. Working closely with the Executive Director, this position is responsible for ensuring effective and efficient operations of the C2C backbone and Leadership Table. This position requires a strategic thinker with strong organizational skills, a passion for our mission, and the ability to manage multiple projects simultaneously.

The Operations Manager reports to the Executive Director. They work closely with the C2C backbone team and Leadership Table, providing support for internal and external operations, communications, and committee work.

PRIMARY RESPONSIBILITIES AND EXPECTATIONS

- Operations Management
 - Participate as a member of C2C backbone team to provide a united, visible and strong presence across the organization to help instill new thinking, focus and prioritize efforts and operationalize strategic objectives.
 - Oversee daily operations, ensuring that programs and supports align with C2C's mission and vision.
 - Serve as a point of contact for internal and external partners or potential partners. Communicate proactively to provide for day-to-day facilities needs.
 - Work with the Executive Director and other staff on accurate and timely completion and/or approval of organizational documents (e.g. request forms, expense reimbursements, purchasing, etc.)
 - Develop, implement and analyze internal operational processes and procedures. Identify areas for process improvement and enhancement.
- Leadership Table Management
 - With the Executive Director, provide support to the Leadership Table, including managing committees and communicating with individual volunteers as needed.
 - Maintain Leadership Table and committee routines, including meeting schedules and documentation.
 - Prepare meeting agendas, minutes, reports, surveys and presentations.
 - Develop strategies and routines to drive Leadership Table engagement and development in accordance with Cradle 2 Career's policy governance model.

- Project Coordination
 - Coordinate the logistics of programs, meetings and events, ensuring all operational needs are met.
- Compliance
 - Ensure compliance with relevant policies, regulations and grant requirements.
- Administrative support
 - Assist in annual budget preparation.
 - Monitor expenditures to ensure financial accountability.
 - Work with the Rochester Area Foundation to finalize financial reporting.
 - Work with third party tech support to provide support for technology systems.
- Other duties as assigned.

(PREFERRED QUALIFICATIONS) THIS JOB IS FOR YOU IF YOU:

Possess the following characteristics:

- 2-3 years of applicable experience in business administration, non-profit management, or a related field.
- A commitment to promoting equity in education and demonstrated cultural competence.
- Experience working with diverse stakeholders, including volunteers, staff, community partners and board members to achieve common objectives.
- Proven ability to foster a collaborative team environment, encouraging open communication and shared goals.
- Excellent organizational and multitasking abilities.
- Proficiency in Microsoft Office Suite and experience with data management systems.
- Knowledge of budgeting and financial management principles.
- Exceptional communication and interpersonal skills.
- Ability to build and maintain relationships with internal and external stakeholders.
- Commitment to the mission, vision and values of Cradle 2 Career.

HOURS:

- This is a full-time position.
- We are located in Rochester, MN, and are looking to hire a resident or someone willing to live within daily commuting distance, as we are rooted in our local community. In-person meetings and activities are required as safety permits.
- Availability outside of typical office hours is expected to connect with partners, for special events or as other individual circumstances arise.

OUR WORKPLACE:

Cradle 2 Career is part of the national StriveTogether network and is one of seventy-five communities doing collective impact across the country. Cradle 2 Career's employment is sponsored by United Way of Olmsted County, an equal opportunity employer.

United Way of Olmsted County is an equal opportunity employer. Individuals who share lived experiences with the people and communities we serve are strongly encouraged to apply. We intentionally do our best to eliminate bias and remove barriers that may limit other applicant pools. UWOC encourages applications from individuals of all races, genders, ages, and abilities.

HOW TO APPLY:

To apply, please email Julie Ruzek (C2Cadmin@uwolmsted.org). In the email we ask for:

1. 2-3 paragraph telling us why you are interested in this position and how you believe you meet the qualifications.
2. A summary of your work, skills, training, education experience, and/or lived experience as an attachment. This could be in the form of a resume, work history, curricula vitae or list.
3. 2-3 References that could speak to your work and qualifications.

This position is open until filled.