



Position: Operations Manager
Organization: America250 Foundation
Date Posted: July 27, 2022
Applications Due: August 12, 2022
Start Date: ASAP
Location: Alexandria, VA

ABOUT AMERICA250 & THE AMERICA250 FOUNDATION

America250 is the multi-year commemoration of the 250th anniversary of the United States of America that peaks on July 4, 2026. It is a once-in-lifetime opportunity to deepen understanding of our past and ignite shared optimism for our future through engaging programs and experiences. Together we are inspiring the American spirit within all Americans and each American, grounded in our nation's founding principles, for our continuing journey toward a more perfect Union.

The America250 Foundation (Foundation) is the 501(c)(3) nonprofit organization that is the primary operating entity for the U.S. Semiquincentennial Commission. The Foundation works collaboratively with the Commission and public and private entities across the country to bring the vision for America250 to life through national and grassroots programming, commercial and noncommercial partnerships, marketing, and fundraising efforts. For more information visit www.america250.org.

The Foundation is seeking an Operations Manager. The Operations Manager will work in conjunction with the Deputy Chief of Staff to assist in the day-to-day operations and general administrative aspects of the organization. The Operations Manager will be responsible for a wide range of duties including management of complex calendars for the senior leadership team, coordinating senior leadership travel, expenses and budgeting, project coordination, and preparation of both internal and external materials. Other duties include working in conjunction with the Deputy Chief of Staff in overseeing the facility operations and office management, additional duties are detailed below.

The ideal candidate will have both the competencies and character to manage and own office administration, meeting management, and operational needs as well as serve as a steward of the organization in a variety of key settings. The position of Operations Manager reports to the Deputy Chief of Staff and works closely with the Chief Operations Officer at the America250 Foundation.

To achieve our goal of building a legacy of meaningful impact, America250 celebrates the diversity of American life, deepens our understanding of American history, and inspires a renewed sense of patriotism and civic engagement. We strive to develop staff, programs and partnerships representing a broad cross-section of differences, including but not limited to race, religion or creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic characteristics, marital status, sex or gender (which includes pregnancy, childbirth, or related circumstances), gender identity, gender expression, age, citizenship, sexual orientation, family care or medical leave status, military and veteran status, political affiliation, or any other characteristic protected by federal, state and local laws. A250 colleagues agree to respect the unique perspectives and experiences of their fellows, to communicate openly and thoughtfully, and to work

collaboratively on our journey towards greater equity across our organization, processes, and partnerships. We affirm that our diversity is our strength.

ESSENTIAL RESPONSIBILITIES

Administrative/Operations

- Assist in the onboarding of new hires by coordinating desk space, office supplies, parking, scheduling onboarding meetings, and other new hire materials and needs
- Manage general voicemail and email inboxes to ensure messages are being directed and handled appropriately
- Receive, sort, send and deliver daily mail, including coordination of express mail services (FedEx, UPS, etc.)
- Provide administrative support to senior leadership team including travel arrangements and preparing expense reports
- Perform a variety of administrative duties such as generating memos, letters, spreadsheets, forms, controlling correspondence, maintaining filing systems, etc.
- Support communication to office team members, when necessary, regarding office and organization announcements or updates
- Additional general administrative and operational support and projects as needed
- Scheduling and managing Foundation Board and Committee meetings

Facility Management

- Manage office contracts and vendor relations including but not limited to office and kitchen supplies and equipment, parking and janitorial services
- Plan and organize conference and meeting room bookings including ordering meals and refreshments for meetings as necessary and providing outstanding hospitality for our guests
- Act as tenant liaison for Property Management team including building engineer and porter
- Maintain stock and cleanliness of supply rooms, kitchen, lobby, meeting rooms and general office areas
- Initiate facility repair requests with building management and/or outside vendors and follows up through completion
- Performs other duties as assigned

REQUIRED SKILLS/ABILITIES

- High school diploma or equivalent required. Bachelor's degree in Business Administration, or Communications preferred
- 3 + years of prior experience supporting a face paced or startup office environment required
- Excellent knowledge in Gmail/Google Calendar, MS Office and/or Google Drive, and Zoom
- Detail oriented with outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Ability to organize and coordinate multiple projects at once
- Supportive and flexible team player willing to do what it takes to get the job done
- Adaptable and enjoys a challenge
- Discretion and confidentiality
- Able to work with minimal supervision
- Strong interest in the mission of the America250 Foundation

MORE ABOUT THE POSITION

This is a full-time position that will require, at the appropriate and safe time, significant weekly time in America250 Foundation's headquarters located in Alexandria, VA. To apply for this position, please email your resume and cover letter to jobs@america250.org by August 12, 2022.

The America250 Foundation adheres to the equal employment opportunity guidelines set forth by federal, state and local laws and does not discriminate based on race, religion or creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic characteristics, marital status, sex or gender (which includes pregnancy, childbirth, or related circumstances), gender identity, gender expression, age, citizenship, sexual orientation, family care or medical leave status, military and veteran status, political affiliation, or any other characteristic protected by federal, state and local laws.