

Job Announcement — OPERATIONS MANAGER

Organization:	Untapped Potential Project
Reports to:	Executive Director, Myles Mendoza
Start date:	ASAP
Location:	Chicago, Illinois

Overview

The Operations Manager to the Untapped Potential Project team will be charged with supporting the Executive Director, team, advisory board, and coalition members to ensure their many projects and goals are accomplished in this busy startup national education advocacy organization. We are looking for a high-competency professional who will treat the tasks of this role as opportunity to invest in her/his growth. This role is designed for someone who has what it takes to manage the details and operational aspects of a high functioning, urgent, mission-driven business. Untapped Potential Project's (UPP) Operations Manager will be charged with supporting the organization with an array of activities ranging from office management, human resources, filings/compliance, donor management, communications/database management, and event support. He or she will actively support the team to engage with a network of local and national advocates, researchers, elected officials and partners who are committed to transforming public education.

Untapped Potential Project

The Untapped Potential Project Operations Manager will be charged with supporting the Executive Director, team, advisory board and coalition members to ensure public education systems protect and support students with unique learning needs through policies and practices that effectively respond to their individualized requirements.

Mindset

Detailed. Your desk, inbox, and hard-drive are well-organized and you can find documents in just a few seconds. You also thrive on organizing others, creating and implementing systems to ensure every moment is well spent. You make sure things don't fall through the cracks. You would be embarrassed to send a member of your coalition into a meeting without all the information s/he needs. You think five steps ahead of the Executive Director, anticipating his/her needs or other participating partners, and never "just do what you are told."

Prioritizer. You seek to help others manage their time exceedingly well. You can juggle multiple, competing requests and manage the finest details of complex, high stakes projects. You are driven by helping those you serve maximize their time for their "highest and best use" and you aren't afraid of asking questions that will help surface that.

Communicator. You understand the context in which you are communicating, and can respond to emails, calls, and requests professionally and effectively, tailoring your message depending on the audience.

Manage your manager. You hold yourself personally responsible for results and are patiently persistent as you follow up and follow through. You find ways to get the information you need to

meet your goal. Your manager might say that they felt like you were managing them! You get the job done. You are allergic to excuses. You do not wait to be told what to do. You think of your manager's needs before s/he can think of them.

Maturity. You are deeply committed to the confidential and complex nature of the work and approach the team through this lens. You do what you say you will do when you say you will do it. Like the culture that is developed at UPP, you check your ego at the door and show humility and prefer to give credit to partners to better advance goals. People like being around you because you “fill their cup”. The emotional wake you leave behind is one that inspires rather than demoralizes or deflates. You respond to challenges in a positive and proactive way.

Entrepreneurial. You thrive in the early stages of organizational development when organizations don't have it all figured out. You are excited about a chance to come in at the ground level. You are ready to dig in and grow something that will last beyond you. You believe in our mission of advancing public policy that optimizes educational outcomes for children with unique abilities.

Responsibilities

The primary duties of the Operations Manager are to ensure that the Executive Director, team, advisory board, and coalition members are only engaged in work they are uniquely positioned to do; they are exceptionally prepared before entering into any meeting, and the logistics of work have been seamlessly coordinated and communicated between participants.

The Operations Director will:

- Administer human resources plans and procedures for all UPP personnel including health care, dental, retirement plan, and other benefit packages.
- Maintain UPP records; manages all filing, oversee legal and accounting consultants to ensure compliance with state's Secretary of State filings, IRS filings, accounting, and other regulatory mandates.
- Oversee basic bookkeeping, track finance, bill paying, review spending, execute payroll, and ensure 501c3/c4 legal compliance (will be trained to ensure paperwork is kept up to date with state and IRS).
- Track all communications related to fundraising, coalition building and other strategic initiatives; create lists and schedule communications to ensure deadlines are met, constituents are “in the loop”, and goals are met.
- Support event logistics, food/beverage, budgets, room rentals, and details of events such as policy forums, community events, fundraising meetings, board meetings, larger business meetings, retreats, and employee appreciation/holiday events.
- Prepare documents (packets of information related to policy, research, communications) in advance of meetings, events, calls, and special projects.
- Research people, organizations, and companies to provide biographies and necessary introductory information in advance of meetings.
- Disseminates news and information about partners and initiatives while tagging partners and key leaders via social media.
- Support development of UPP's culture by ensuring branding consistency where needed, developing interactions across the team by identifying and implementing concrete systems and strategies to increase cohesion amidst virtual collaboration.

Skill Factors

- A passion for unlocking the potential of children with unique abilities and a strong appetite to create a universally individualized education system for all children.
- Appetite for working with deep levels of political, geographic, and financial diversity.
- Proficient in using Mac software including iWork, G-Suite, and social networking sites.

- Strong multitasking skills, and a customer-service attitude.
- Preferred previous successful project management experience in a fast-paced and high performing organization.
- Ability to be available for infrequent nights and weekends.
- Dependable, efficient, and resourceful. Strong written and verbal communication.

Character

- Impeccable integrity.
- Ability to work within a team to accomplish project goals.
- Intolerance for mediocrity; strives for excellence in all aspects of work.
- Ability to have fun in daily work and a positive attitude.
- Ability to operate as an effective tactical thinker.
- Passion for Untapped Potential Project's mission.

Compensation

\$35,000 - \$40,000

Commitment to Inclusivity

The Untapped Potential Project does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff and contractors, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

To Apply

Please email info@PowerUPP.org