



## Operations Manager

### ABOUT THE LATINO COMMUNITY FOUNDATION

The Latino Community Foundation (LCF) exists to unleash the power of Latinos in California. We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing political participation of Latinos in California.

LCF is at a pivotal stage in its growth and is actively expanding its programs across the state. LCF is working to scale the largest network of civically engaged Latino philanthropists, is hosting its 2<sup>nd</sup> Latino Nonprofit Accelerator cohort and building the California Latino Agenda to advance policies that will ensure Latino families have equal opportunities to reach their fullest potential.

### POSITION SUMMARY

The Operations Manager keeps the internal wheels of the company spinning while constantly seeking opportunities to optimize processes and create efficiencies. The Operation Manager will lead and be exposed to a wide range of responsibilities, including key activities in financial and legal operations, HR processes, and office management. The Office Manager will also help drive special projects, serve as the liaison for the CEO and Board of Trustees, manage the CEO and office schedule, and conduct research on timely topics of interest to LCF. S/he will be exposed to the most sensitive company information that others on the team may not be privy to. S/he will be asked to make sensitive and critical judgment calls, use utmost discretion, and serve as a sounding board to the CEO in important situations.

For the right individual, this unique role will serve as an unparalleled opportunity to learn firsthand what it takes to lead and manage a fast-growing organization. The perfect candidate is someone that is highly ambitious in her/his pursuit of growth and achieving excellence.

### ESSENTIAL RESPONSIBILITIES

- Manage the CEO's workflow and priorities by managing schedule, anticipating steps, and helping see projects from begin to end.
- Manage relationships with vendors that support LCF operations, such as accounting, IT, human resources, and legal counsel;
- Oversee all day-to-day operations: recordkeeping, vendor payments and relations, office environment, staff reimbursements, and managing LCFs email account and mail;
- Work closely with accounting firm to ensure proper record keeping of AR/AP;
- Prepare for and follow up on internal and external meetings. When necessary, participate directly in external meetings and following up with the relevant parties;
- Manage systems and processes to improve the effectiveness of LCFs operations, which includes anticipating needs from the team and identifying opportunities to create processes and systems to streamline office flow;
- Oversee production of Board books, coordinate the logistics of Board meetings, schedule Board committee meetings, and support Board Secretary in maintaining and upkeeping key

- governance documents;
- Lead, mentor, and build a pipeline of LCF interns and Fellows and execute LCF's value of having a creative, dynamic, learning environment;
- Manage special projects assigned by the CEO and the leadership team.
- Help keep the office stocked, clean, as a welcoming environment for all who open our doors.

#### **PREFERRED SKILLS AND QUALIFICATIONS**

- Highly organized with strong time management skills and attention to details;
- Able to manage multiple tasks while not losing sight of the important details;
- Strong written and verbal communicator with a demonstrated ability to write and present in diverse settings;
- Confident in managing up;
- Thrives in fast-paced environment;
- Enjoys learning, working collaboratively, and having fun!

#### **KEY ATTRIBUTES**

- You are known for your integrity. You always choose to make the right decision versus the easy decision. You know what information is sensitive, and you will protect it accordingly. You take your reputation very seriously.
- You have excellent judgment. You can pull on your strong analytical abilities or your instincts at the right times to make the right judgment call.
- You have a positive, rolls-up-your-sleeves mindset and are willing to take on “lower-level” and “higher level” work based on what needs to be done.
- You take ownership. You constantly seek opportunities to optimize processes and improve efficiency. You're communicative and comfortable working with and through a range of different people and builds relationships quickly.
- You are resilient and flexible. You seek out direct feedback and see every challenge as opportunity to grow.
- You are thoughtful and intentional. You always think steps ahead. Before asking questions, you prepare your own answers, even if they are just first draft thoughts.
- You are an exceptional communicator. You are an especially astute listener and you pick up subtle cues that others may miss. You are effective in your spoken and written communication. You can be diplomatic, firm, gentle, and assertive when you need to be to accomplish the goal.
- You are mature and even keeled. You are wise beyond your years and can handle the most stressful situations with grace. In an emergency you are the calmest individual in the room and can think with your head on straight.
- You are detail oriented and contentious. You cringe at typos, and you are the first to identify a formatting error. You obsess about the details (in a healthy way).
- You are a big picture thinker. Despite all the details that you manage, you constantly “helicopter up” to see the big picture to help inform your thinking and prioritization.

**To apply: Please send resume and cover letter to Masha V. Chernyak, [mchernyak@latinocf.org](mailto:mchernyak@latinocf.org)**