



The Rodel Foundation of Delaware is a fast-paced, non-profit organization focused on improving public education in our state with a small, dedicated team of talented and passionate people. Our office is in Wilmington, but we work state-wide with an intent for Delaware to be a model for the nation. Our vision is for Delaware to be a global leader in educating each of its students to contribute and thrive.

For more information, visit [www.RodelFoundationDe.org](http://www.RodelFoundationDe.org).

## **JOB DESCRIPTION**

### **Job Title:**

Operations Manager

### **Reports To:**

Director of Operations

### **Summary:**

We are seeking an experienced, flexible and professional individual to join our team to be the day-to-day administrative support for our President & CEO, support the front office, and take on other office management and administrative functions. Although the role will require significant direct interaction and support of the President & CEO, the position will report to the Director of Operations and be a part of our operations team.

### **Critical Success Personal Attributes and Strengths for this Role:**

- Takes initiative and ownership of tasks and projects.
- Natural problem solver with a predisposition to action.
- Excellent judgment, poise, and professionalism; able to represent the Foundation and the President & CEO to external partners.
- Able to re-prioritize tasks based on frequently changing needs and move forward even when faced with ambiguity.
- Appreciates and enjoys bringing a high level of organization and attention to detail to tasks.
- Prefers to collaborate with others, works in a team environment and build relationships.

### **Essential Duties and Responsibilities:**

#### **Administrative support for the President & CEO**

- Own, manage, and prioritize a complex calendar comprised of varied and frequently shifting commitments.
- Schedule individual and group meetings with internal and external parties.
- Anticipate, plan and support the President & CEO for upcoming meetings, events, and other calendar commitments.
- Arrange travel, create detailed travel itineraries, and process resulting expense reports for the President & CEO.

- Respond communications on behalf of and as instructed by the President & CEO and Director of Operations (email, telephone, etc.).
- Enter and maintain contact information in the contact management system.
- Track communications and follow ups in appropriate systems

#### Front Office Support

- Greet visitors and ensure they are guided to the correct meeting or staff person.
- Receive incoming deliveries.
- Collect and distribute mail to staff; routing incoming mail appropriately.
- Manage conference room space and conference room scheduling and supplies.
- Make travel arrangements and other provisions on behalf of visiting consultants and staff.
- Monitor and maintain office equipment.
- Order and manage office supplies.
- Provide general office support including document preparation and processing, filing, report distribution and mailings, event coordination, and facilities management.

#### Meetings and Events Support

- Coordinate visits to Rodel and site visits by arranging guest travel and accommodations, directing logistical communications, scheduling meetings, generating agendas, and managing peripheral details.
- Set-up and coordinate logistics for events, conferences, and site visits.
- Support, create, develop and assemble event, meeting, and conference materials.

#### Operations Processing Support

- Process, code, and file incoming invoices.
- Create expense reports, code and reconcile credit card statements.
- Code budget transactions for monthly reports.
- Support bi-monthly check and payment processing.

#### **Education/Experience and Computer Skills:**

Successful candidates for this role will likely have a college degree and experience in office administration and/or supporting senior executives. To perform this job successfully, an individual must be proficient with Microsoft Office products.

**The Foundation offers competitive salary and is an equal opportunity employer.**

**For further information on the Foundation, please visit us at [www.RodelFoundationDE.org](http://www.RodelFoundationDE.org)**

#### **To Apply:**

Submit a cover letter and resume to Nancy Millard

- Email: [nmillard@rodelfoundationde.org](mailto:nmillard@rodelfoundationde.org)
- Fax: 302-571-1538