



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.

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

To Apply:

Submit a cover letter and resume to Nancy Millard

- Email: nmillard@rodelfoundationde.org
- Fax: 302-571-1538