



## **Business Operations Manager Job Description**

**GENERAL PURPOSE:** The purpose of this position is to manage the business and operations of the organization for staff. The work involves serving as a representative and positive liaison between the leadership team and staff members.

### **PRIMARY RESPONSIBILITIES**

The position's overall responsibility is to provide business and operational support to the organization. The position provides overall business. The position of Business Manager reports directly to the Human Resource Director?

The position will work collaboratively with all departments and stakeholders of the organization, in alignment with IHDF's mission.

Under general supervision, duties include, but are not limited to the following:

- Provides organizational support related to operations of the office building, access, overseeing maintenance, cleaning, securing bids, and communicating operations with the organization.
- Inventories supplies, equipment, resources and makes purchases on behalf of the organization. Maintains documentation, bid process, and purchasing policies for the organization.
- Is the liaison and coordinator for IHDF board meetings, scheduling meetings, communicating invitations, changes, and deadlines. Schedules board and organization-wide venues, ensuring board documents are maintained and preserved. Sets up calendar invitations, setting up video conferencing, logging board member attendance and volunteer hours, and coordinates with minute taker.
- Provides support and administrative back-up to human resources. This may entail scheduling interviews, setting up onboarding and offboarding meetings, collecting and compiling onboarding and offboarding materials, maintaining personnel records, and human resource forms and procedures.
- Provides back-up coverage to payroll responsibilities, working with payroll to support the timely collection of timesheets, documentation.
- Is responsible for ensuring technology needs, phone systems, office resources such as copier, printer, mailing systems are efficient and effective.
- Support organization-wide calendaring system of events, organization wide meetings, anniversaries, and important dates to the organization.

- Administrative duties which includes (but is not limited to) sending letters, sorting through emails from various accounts, supporting Google Suite functions, setting up video conferencing, coordinates shipping and receiving, order fulfillment, postal services and printing services.

## **QUALIFICATIONS**

### **Education**

Bachelor's degree in business, communication, education, or related field. Equivalent experience, certifications, or training may substitute on a year for year basis.

### **Experience**

- Minimum of two years office, administrative, or executive administrative assistance.
- Data entry, spreadsheet, database experience required.
- Experience working with Google Suite or Microsoft Word.
- Ability to work collaboratively and cooperatively with diverse stakeholders.
- Ability to manage multiple responsibilities.
- Strong organizational skills and attention to detail.
- Experience writing professional correspondence and memorandum.
- Fluent in Spanish highly desired.

### **Knowledge Skills and Abilities**

- Demonstrated knowledge and/or experience with providing organizational and executive support in a nonprofit organization
- Exceptional organizational, problem-solving, and analytical skills; able to manage multiple priorities and deadlines.
- Genuine interest in the mission of "I Have a Dream" Foundation
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- A commitment to maintain confidentiality where appropriate
- Ability to work inclusively and with understanding of others

## **PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

Strong problem-solving, analytical, and cognitive skills. Position is primarily sedentary, but must be able to stand, walk, talk, read, and communicate effectively.

## **COMPENSATION:**

- Competitive salary, commensurate with experience
- Employer pays 75% of employee premium for medical and dental insurance
- Employer paid life and short-term disability insurance
- Flexible Spending Benefit Plan
- 403b retirement plan (employer contributes 3% of annual salary)
- 15 days of accrued vacation, 10 days of sick and 11 holidays

**HOW TO APPLY:**

Submit cover letter, resume, and any supporting documents to the I Have a Dream Boulder Human Resources Department at [hr@ihaveadreamboulder.org](mailto:hr@ihaveadreamboulder.org) or to the CEO/Executive Director, Dr. Perla Delgado at [perla.delgado@ihaveadreamboulder.org](mailto:perla.delgado@ihaveadreamboulder.org)

**Equal Employment Opportunity/Unlawful Harassment**

The “I Have a Dream Foundation” (IHDF) organization is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, gender, gender identity, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes.