

Operations Manager

ABOUT US

Fairfield County's Community Foundation (FCCF) promotes philanthropy as a means to create change in Fairfield County, focusing on innovative and collaborative solutions to critical issues impacting the community. We foster a vital and inclusive community where every individual has the opportunity to thrive. As we progress in our journey to close the opportunity gap, we anchor ourselves in our 2022 Strategic Plan. We seek to close the opportunity gap in Fairfield County by eliminating inequities in income, education, employment, housing, and health. Driven by community and resident voices, we will use our political and social capital to influence and dismantle inequitable and unjust systems and help build new, equitable, and just systems. We will work with our community, which includes residents as well as public, private, and nonprofit partners, to build an understanding of disparities and the reasons they exist, including racial history; create a shared affirmative vision of a fair, inclusive society; and build civic, cultural, economic, and political power by those most impacted by inequities and injustices.

Our work is guided by a commitment to five core values, which are diversity, equity, inclusion, collaboration and integrity. We are committed to fairness, racial equity and providing opportunity without bias. FCCF's staff has a commitment to embrace all aspects of our values and to celebrate them in the pursuit of our mission

Individuals, families, corporations, and organizations can establish charitable funds or contribute to existing funds. FCCF is accredited with the National Standards for U.S. Community Foundations and has awarded over \$300 million in grants to nonprofits in Fairfield County and beyond.

THE POSITION OVERVIEW

The Operations Manager provides organization-wide operational support, with a wide-reaching impact across all key functions including executive, development, and finance and manages key projects for the leadership team under the direct supervision of the COO.

WHAT YOU WILL DO

Tech & Office

- Serve as the liaison between FCCF employees and a 3rd-party IT provider to ensure timely and successful resolution to employee IT hardware and software needs
- Manage phone and video conference systems, providing basic support to employees and access rights
- Maintain an up-to-date inventory of IT equipment, including equipment borrowed by employees
- Coordinate the on and offboarding of employees with the IT provider and HR
- Manage the contracts and maintenance for leased office equipment and software applications.

- Manages office access (keys distribution) and assists with and provides training on the use of office equipment.
- Backup for distribution of mail and package deliveries

Organizational

- Coordination of coverage, monitoring volume and workflow, process improvements, quality of work products for Support Coordinator
- Coordinate scheduling, logistics, materials, set-up, and follow-up for internal and external meetings
- Plan annual staff events (summer and end of year)
- Administer vendor and building/tenant-related relationships

Board Governance Backup to EA & Board Secretary

- Board governance support including meeting preparations:
 - Docket materials
 - SharePoint site
 - Surveys
 - Meeting minutes

WHAT WE'RE LOOKING FOR

- Bachelor's degree preferred
- 3-5 years of related experience
- Experience with database systems and comfort with learning, implementing, and teaching use of technology
- Command of MS Office programs
- Keen analytic, organization and problem-solving skills which support and enable sound decision making
- Ability to work as a team including effectively manage up and sideways
- Effective time management skills
- Discretion and respect for information privacy
- Personal qualities of integrity, credibility, and dedication to the mission of FCCF
- Demonstrated commitment to racial equity and diversity

FCCF respects diversity and accordingly is an equal opportunity employer that does not discriminate against employees or applicants because of race, color, religious creed, national origin, citizenship status, ancestry, age, disability or handicap, present or past history of mental disorder, sex, sexual orientation, marital status, gender identity or expression, veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws. We are dedicated to ensuring the fulfillment of this policy with respect to the recruitment, hiring, placement, promotion, transfer, training, compensation, and benefits of applicants and employees.