

## Job Posting: Operations Coordinator

<b>Job Title:</b> Operations Coordinator	<b>Reports To:</b> Director of Strategy	<b>FLSA Status:</b> Full-time; exempt
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Milwaukee's students are brilliant without bounds and possess talent without limits. At City Forward Collective (CFC), we work to secure Milwaukee's future by ensuring every Milwaukee student and family has access to thriving, high-quality schools.

CFC is seeking an Operations Coordinator to oversee the day-to-day operations of our office and ensure its smooth and efficient functioning. The Operations Coordinator will play a critical role in maintaining a productive work environment, managing administrative processes, and supporting the mission and work of the organization. This position will report to the Director of Strategy.

### Anticipated Start Date

This position will ideally overlap with the outgoing Operations Coordinator for training purposes. Applications will be accepted on a rolling basis, with an anticipated start date beginning in **July 2025**.

### Key Responsibilities of the Position

1. Physical Office Operations:
  - Oversee and manage all office operations, including facilities, equipment, supplies, and maintenance to ensure a conducive working environment.
  - Streamline and implement efficient office procedures and policies to enhance productivity and administrative processes.
  - Assist in ensuring compliance with health and safety regulations and guidelines within the office space, implementing necessary measures to maintain a safe work environment.
2. General Administrative Operations:
  - Provide administrative support to the team, including checking mail and voicemail daily, handling routine correspondence and organizing and staffing events as needed.
  - Assist in managing and coordinating office-wide projects and initiatives.
  - Support the efficient and effective execution of meetings and other special events sponsored by CFC and affiliated entities, by coordinating and executing logistics.
3. Finance Operations:
  - Assist in budget tracking, managing office-related expenses, and reporting on financial activities to ensure adherence to the budget.
  - Provide support for finance operations as needed by performing tasks such as documenting accounts receivable and payable, preparing for the organization's annual audit, etc.
  - Perform credit card reconciliation to ensure accurate financial records.
4. Development Operations:
  - Support the Development Director and team in ensuring CFC's development and fundraising functions operate efficiently and responsively.
  - Assist in ensuring timely recording of grants, donations, and other receivables, including preparation of acknowledgment letters and other related correspondence.

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## You May Be Right for This Position If...

- You're strongly aligned with City Forward Collective's mission, values, and guiding principles
- You possess organizational and multitasking skills, with attention to detail and the ability to prioritize tasks effectively.
- You have experience in office management or a similar administrative role, preferably in a fast paced environment and/or a nonprofit or educational setting. Previous experience in accounting assistance, development operations, and/or vendor relations is a plus.
- You demonstrate strong written and verbal communication and interpersonal skills, and have the ability to engage with diverse stakeholders both within and outside the organization.
- You're proficient in standard office software and tools (e.g., Microsoft Office, QuickBooks, productivity software, scheduling tools). Experience with Salesforce or similar CRM systems for data management is a plus.
- You're mission-driven, adaptable and flexible to changing priorities, and comfortable working both within a team and independently. You're excited about working as part of a small, closeknit team, and understand that regardless of formal titles and job descriptions, we're "all-in" to get the work done on behalf of Milwaukee's students, families, and schools

## Other Requirements for the Role

- A valid driver's license and access to a car for transportation
- Ability to work in-person during regular business hours, as well as occasional evening and/or weekend hours
- NOTE: While CFC maintains a hybrid work environment, consistent with the responsibilities of this role we anticipate this position will require daily in-office time

*City Forward Collective is an equal opportunity employer, and strives to maintain a diverse and inclusive work environment free from all forms of harassment and discrimination, consistent with **CFC's** values. We do not discriminate in recruitment, hiring, training, advancement, or any other employment practices based on an individual's race, color religion, gender, ethnicity or national origin, age, sexual orientation or marital status, family status, veteran status, disability, or any other legally protected identity.*

***Interested candidates should send a letter of interest plus resume to [careers@cityforwardcollective.org](mailto:careers@cityforwardcollective.org). Review of applications will begin immediately and continue until the position is filled.***