



## Operations Associate

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state and national level to develop and implement powerful programs, policies and initiatives that keep kids safe in Colorado. Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds.

We are built on a **solid foundation** while holding **strong values** in all of our work.

**Equitable & Inclusive:** We root our approach to strengthening families and communities in the acknowledgement that risk and protective factors for child maltreatment are impacted by structural inequities, including pervasive and systemic racism and white supremacy, both overt and passive.

**Family & Community Driven:** We embrace all perspectives and definitions of family and community. Our strategies, decisions, and actions are driven by the voice and input of Colorado families and communities.

**Multigenerational:** We see child and caregiver well-being as interdependent and all people as part of family and community structures. Every approach to and with families encourages and creates the benefits of connections.

**Holistic:** We recognize that all parts of our work are interconnected. Each level of the Spectrum of Prevention is key to achieving our mission by seeking to identify and understand strengths, risks, and how individuals, communities, organizations, and systems are situated.

We are **innovative** and responsive to the needs of families, partners, and the field of child maltreatment prevention.

We pursue **growth** and continuous quality improvement.

We practice **empathy** with everyone, everywhere, and in every situation.

We demonstrate **integrity** in our personal and professional lives.

**Role:** Under the guidance of the Director of Operations, this position will support the business and operational functions of the organization, including finance, human resources, and administrative responsibilities. The Operations Associate will help manage monthly and ongoing administrative and financial processes and procedures including managing the fundraising platforms, as well as help support employee hiring, onboarding/offboarding, recognition, and benefit management. The individual should possess strong detail-orientation, flexibility, and customer service skills, with a proactive and process oriented work style.

### Specific duties include:

Provide administrative support with **financial management**, including:

- Receives cash and checks, prepares and reconciles the cash receipts, and prepares regular bank deposits;

- Coordinates and tracks time recording and approval processes;
- Manages the fundraising database (Little Green Light) and all giving platforms (including Stripe, Benevity, Colorado Gives, etc.) including all associated data entry and generates all donor acknowledgements and reports; and
- Coordinates mini grant applications, subcontractor processes, and special projects to include ensuring timely and accurate completion of all required documents, receiving and reviewing requests, managing contracts and award letters, and tracking submission of invoices and reports.

Provide administrative support with **human resource management**, including:

- Coordinates hiring process for vacant positions;
- Oversees onboarding and orientation of new employees including arranging for access to all equipment, technology and training;
- Manages employee benefits enrollment and management;
- Trains employees on standard operating procedures and processes;
- Ensures the employee recognition, celebration activities and team-building events are implemented consistently; and
- Supports offboarding processes for departing employees.

Provide administrative support with **operations management**, including:

- Manages organizational and program shipping;
- Coordinates insurance applications and business filings;
- Collects mail from Post Office & directs to appropriate staff members;
- Coordinates and records notes for internal operations team meetings;
- Maintains office organization, inventories organizational assets and supplies; and order program and office supplies as needed; and
- Additional duties as assigned.

### **Skills:**

- Ability to exercise good judgment in a variety of situations
- Strong customer service communication capabilities
- Ability to prioritize multiple work assignment
- Ability to work independently on projects and meet deadlines
- Impeccable work ethic, personal integrity, and transparency
- Working knowledge of Microsoft Office Applications, Google Suite, Donor Databases and Donation Systems, Customer Relationship Management Systems, Docusign, and Adobe.
- Superior adaptability and flexibility

### **Experience & Qualifications:**

At least two years of related experience with finance, human resources, administrative and/or office support required, preferably with a nonprofit organization. Equivalent combinations of education and experience will be considered.

### **Compensation & Schedule:**

This is a part-time position (24 hour per week) eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$24,000 - \$30,000 (equivalent of \$19 to \$24 per hour).

Illuminate Colorado offers health and dental benefits as well as participation in a 401K, EAP, and Life Insurance benefits. In addition, Illuminate Colorado has a very generous paid time off policy and offers both flexible scheduling and remote work opportunities.

**To Apply:**

Please submit a cover letter, resume, and three references via email with “Operations Associate” in the subject line to [hire@illuminatecolorado.org](mailto:hire@illuminatecolorado.org).

**Application Deadline:**

May 12, 2021