

Position: Executive Assistant/Operations Manager Reports to: President & CEO Classification: Full-time/Exempt Location: Columbus, Ohio	
Background	Groundwork Ohio is the leading early childhood policy, research, and advocacy organization in the state of Ohio. Our mission is to champion early learning and healthy development strategies from the prenatal period to age five, that lay a strong foundation for Ohio kids, families, and communities.
Position overview	<p>Groundwork Ohio is the statewide, nonpartisan, policy and advocacy organization committed to championing high-quality early learning and healthy development strategies from the prenatal period to age five, that lay a strong foundation for Ohio kids, families, and communities. Groundwork advances early childhood systems in Ohio by engaging, educating, and mobilizing diverse stakeholders and strategic partners to promote data-driven and evidence-based early childhood policies.</p> <p>The Executive Assistant/Operations Manager will support Groundwork's Ohio's statewide efforts so that every child has the best chance for lifelong success. This position plays the critical role of providing strategic operations support to improve the Groundwork Ohio organization and improve the focus and productivity of the President & CEO (CEO).</p> <p>This role will work under the supervision of the CEO.</p> <p>This position description details the roles, responsibilities, and qualifications for the Operations Manager.</p>
Manage communication and the calendar for the CEO.	<ul style="list-style-type: none"> • Identify priorities that need to be addressed by the CEO and ensure other items are addressed by the appropriate team members; provide excellent customer service and ensure timely, professional communication with internal and external partners. • Manage the calendar and schedule meetings for the CEO. • Manage and prepare for special events/meetings for the CEO both in office and in the field. • Manage and prepare correspondence for the CEO. • Provide general administrative support to the CEO, including making travel arrangements/registration for conferences.
Support day-to-day operational functions for Groundwork Ohio.	<ul style="list-style-type: none"> • Manage physical office needs and purchase furniture, equipment, and supplies as needed; order stationery and correspondence materials. • Manage and organize office procedures and administrative systems to ensure efficient and productive operations. • Support onboarding of new Groundwork Ohio staff. • Serve as a face of Groundwork Ohio with visitors and contractors; provide excellent customer service.

	<ul style="list-style-type: none"> • Manage special projects (ex. Policy, stakeholder engagement, events) to support the Groundwork Ohio mission as assigned.
Manage financial documentation processes.	<ul style="list-style-type: none"> • Improve and manage processes related to check requests, credit card documentation, contract approvals, and grant documentation. • Prepare check requests and documentation; assist with the Audit and funder reporting requirements. • Prepare timely expense reports for CEO and staff. • Establish and manage travel processes/procedures for all staff.
Support grant management.	<ul style="list-style-type: none"> • Support grant applications and tracking processes for diverse portfolio of foundation grants.
Contribute to the Groundwork Ohio staff team and build a positive work environment.	<ul style="list-style-type: none"> • Work with other Groundwork Ohio staff team members to build a friendly, supportive, healthy, high-functioning team. • Support major events sponsored by Groundwork Ohio as part of a collaborative team.
Qualifications	<p>Required education & experience:</p> <ul style="list-style-type: none"> • College degree or equivalent experience • At least 3 years of administrative experience • Experience supporting a Senior Executive/Leader
General skills and attributes	<p>This position requires:</p> <ul style="list-style-type: none"> • Passion for the vision and mission of Groundwork Ohio and the ability to communicate this passion to others • Expertise in and demonstrated commitment to operationalizing diversity, equity and inclusion and cultural and linguistic competency principles and practices • Strong multi-tasking ability and work ethic • Ability to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner • Outstanding attention to detail and organizational skills • Proficiency in office software, including, but not limited to, MS Office, Word, Excel, Outlook, PowerPoint, and virtual meeting and shared drive platforms • Ability to successfully navigate in a fast-paced, outcome-driven, and entrepreneurial environment • Ability to manage and use databases/CRM • Ability to express ideas effectively using verbal, nonverbal, and writing skills • Ability to make critical judgements and perform complex tasks independently • Ability to organize and manage time effectively • Attention to detail and accuracy • Ability to intervene and avert problem situations and resolve conflicts • Strong interpersonal skills and customer-service orientation • Ability to work with teams
Other requirements	<ul style="list-style-type: none"> • Must have the ability to work both in a traditional office environment and/or from home

	<ul style="list-style-type: none"> • May occasionally require the need to travel • Requires routine use of standard office equipment such as computers, monitors, phones, printers, and copiers • Requires the ability to be stationary and sedentary for extended periods of time • May occasionally require standing, bending and light lifting (less than 15 pounds)
Competitive benefits	<ul style="list-style-type: none"> • Collaborate with a team of dedicated, passionate professionals who genuinely care about the organization's mission, vision, and values • Competitive salary with professional development opportunities • Medical, dental, vision insurance to eligible individuals • Retirement Plan and 401k for eligible employees • Generous vacation and sick leave policies • Salary is commensurate with experience; range is \$45,000 to \$70,000

Groundwork Ohio is an equal-opportunity employer committed to diversity, equity, inclusion, and belonging.

To Apply

Interested candidates should send a resume and cover letter to info@groundworkohio.org with the subject line: "Executive Assistant/Operations Manager Role."