

Job Description: Operations Director

Tri 4 Schools

Overview

Tri 4 Schools is a non-profit organization dedicated to improving the health of children ages 3-14 through multi-sport events and programs that empower kids, schools, and communities to be healthy and happy to benefit school health initiatives.

We seek an Operations Director that is an excellent communicator motivated by the mission and values of Tri 4 Schools to support our Executive Director in driving our continued success. This person would serve as an Operations Director to help streamline the operational processes of the organization and assist with the delivery of successful fundraising and multi-sport events. Our ideal candidate is a team player with strong organizational, project management, and interpersonal skills, who pays close attention to detail and is able to work autonomously and efficiently.

This position reports to the Executive Director.

Business Operations Duties & Responsibilities

- Field and respond to all incoming messages, web inquiries, phone calls, and mail correspondence. Track all related follow up to completion.
- Manage a master Tri 4 Schools calendar of key activities, communications, meetings, events, and deadlines. Own and maintain a master list of action items and tasks.
- Develop and manage annual merchandise plan
- Handle annual process of legal reviews of all waivers and insurance requirements.
- Assist in board meeting prep, governance, and action items following each board meeting.
- Cultivate, update, and monitor all email lists, including sending regular communications
- Manage distribution of school materials for events and programs
- Collect and process mail; mail packages, letters, and grant proposals in a timely manner
- Process payroll for all employees, pay bills, enter deposit and monthly credit card transactions
- Prepare and manage overall budget for organization
- Meet with vendors who provide services to Tri 4 Schools as needed
- Survey participants for new ideas or needs
- Create and send sponsor thank you notes
- Support research team on impact studies as needed
- Assist in the creation of a marketing plan that incorporates all channels and reflects our brand
- Regular creation of content to support marketing plan
- Update website with logos and content aligned with Tri 4 Schools overall brand and marketing strategy
- Assist in the management of social media accounts
- Evaluation of strategic plan outcomes and modify as needed

Event Duties & Responsibilities

- Assist Events Coordinator in delivery of centralized logistics and budgeting for events
- Monitor event budgets and work with Executive Director to ensure budget goals are met

- Support Executive Director and other staff to help identify and solicit sponsors and ensure critical in-kind donations of goods and services for the event
- Manage and create any documentation needed to effectively manage events and programs both internally (for volunteers or staff) and externally (for participants)
- Mitigate risks and recommend strategies to meet overall target budget goals
- Secure all permits and vendor contracts for each event and ensure communication through entire event (before, during, and after)
- Coordinate logistics with event vendors including equipment, timing, food, transportation, and school representatives
- Exhibit the values and philosophy of Tri 4 Schools
- Other duties as assigned

Experience & Abilities

- Minimum 3 years successful event planning or project management experience, preferably in a non-profit setting; experience with athletic events or programs a plus
- Desire and motivation to engage with broad networks of community members to share our mission and inspire others to get involved
- Strong organizational and interpersonal skills with the ability to relate to a diverse population and build relationships.
- Ability to lead with and without direct authority; a creative and independent problem-solver
- An ability to juggle multiple projects and priorities, meet deadlines, keep cool and maintain a healthy sense of humor and professionalism under pressure
- Excellent written and verbal communication skills, including proofreading/editing
- Baseline understanding of marketing strategy and fundraising techniques
- Detail oriented while maintaining perspective and understanding the big picture
- Proficient in Microsoft Office applications, including Word and Excel, Dropbox for shared projects
- Evening and weekend work required
- While performing the duties of this job, the employee is required to stand, walk, sit, climb stairs, balance, stoop or kneel
- Some of the work of this position may be performed out of doors in varying climate conditions
- May be required to lift and/or move up to 30 pounds
- Valid Driver's License required; some local travel required

Salary and Time Commitment Information

This is a full-time position. Salary will be dependent upon experience and qualifications.

Benefits

This position does not offer standard benefits such as health insurance, 401k or paid vacation. It does allow for flexibility, autonomy, and a strong sense of impact and community betterment.

How to Apply

Please submit a resume and cover letter to Executive Director Katie Hensel at katie@tri4schools.org by **August 25**.