

## **The Opportunity**

The Foundation for a Healthy High Point (FHHP) works with partners to transform conditions that impact the health and well-being of Greater High Point residents by investing in and engaging the community to address upstream social influences on health.

To help us reach this vision, we are seeking an Operations Manager to become a critical part of our small but mighty team. This individual will work closely with the Foundation staff, Board, and partners to ensure the office, meetings, and projects run efficiently and effectively.

## **Responsibilities of the Role**

The Operations Manager assists the Executive Director in all daily administrative matters, supports program staff, the Board of Directors and all board committee activities, and coordinates special meetings and events. This position is the primary liaison and coordinator with the Foundation's back-office vendors. In addition, responsibilities include support of grantmaking activities, such as navigating the grants-related software. The position is full-time and onsite.

Reporting to the Executive Director, the Operations Manager's responsibilities include:

### **Administrative Responsibilities**

- Oversee, coordinate, lead, and serve as the primary point person for administrative projects
- Provide administrative and executive support to the Executive Director (schedule appointments, maintain calendar, organize meetings, arrange travel, prepare documents, etc.)
- Participate in reviewing, drafting, and implementing internal policies and procedures
- Maintain established Foundation policies, procedures, and objectives
- Attend Board meetings; write and maintain Board meeting minutes
- Organize logistics and scheduling for Board and Committee meetings
- Assist in the preparation of the Board and Committee materials as needed
- Serve as point of contact for incoming inquiries from mail, email, and phone calls
- Type and file outgoing correspondence and maintain correspondence files
- Coordinate staff meeting agendas, reminders, and updates; ensure follow-ups
- Use discretion when working with confidential information

### **Financial Support**

- Prepare monthly expense reports, tracking and monitoring vendors and credit card expenditures
- Interface with and support external accounting/bookkeeping firm and auditors

- Review and analyze financial statements for accuracy; present financial statements, identifying trends and anomalies
- Serve as the Foundation's main billing and purchasing contact
- Work with Foundation staff to develop and monitor the annual budget

### **Back-Office Vendor Management**

- Serve as the primary point of contact and liaison for all back-office vendors, such as bookkeepers, auditors, regulatory compliance, IT management, procurement, etc.
- Review and assist in drafting agreements with external vendors and strategic partners; oversee outsourced work agreements and provide support in procurement, including negotiation with consultants and vendors
- Develop, implement, and monitor project budgets; solicit vendors and consultants for outsourced work
- Create reports and presentations related to assigned projects

### **Record Keeping**

- Supervise maintenance of both electronic and hard copy filing systems
- Ensure the security of personnel and financial files
- Initiate evaluation of office systems as needed and oversee the implementation of systems
- Maintain up-to-date versions of corporate documents as required by law
- Establish procedures for maintaining electronic records of Board, Committee, and staff meetings

### **General Office Coordination**

- Order office supplies and maintain office inventory
- Manage physical care of office facilities
- Arrange for the required maintenance and replacement of office equipment
- Provide minor technical support, maintenance, and assistance as needed by Foundation staff, including troubleshooting and liaising with vendors and IT support
- Assist with events and receptions by coordinating RSVPs, nametags, and varying event support
- Ensure that regular office hours are established and maintained

### **Other Responsibilities**

- Offer support in procurement, including negotiation with consultants and vendors
- Assist with maintaining the Foundation website
- Understand grants software and serve as a backup to Program Officer as needed
- Manage special projects as needed
- Draft correspondence related to queries, proposals, grants, payments, and other matters
- Support the creation of electronic and print communications
- Perform other duties as required to support Foundation responsibilities

## The Ideal Candidate Profile

The ideal candidate will be a creative, energetic self-starter who is detail-oriented, organized, efficient, and able to prioritize, multitask, and manage time wisely. They will have excellent oral, written, and interpersonal communication skills, be able to work effectively with individuals from a wide variety of backgrounds and cultures, be a team player working with other Foundation personnel, and have the ability to maintain a good sense of humor and perspective. The incumbent will have specified computer and software proficiency and be familiar with the operation of essential office equipment. They will reflect integrity and maturity in carrying out responsibilities and representing the Foundation.

The Operations Manager will bring myriad attributes, skills, and qualifications as outlined below:

- Minimum of five years of experience and demonstrated success in an administrative or executive support role, preferably with increasing responsibility over time
- Nonprofit or foundation experience is preferred
- Bookkeeping or accounting experience is preferred, and the ability to interpret financial statements
- Strong oral and written communication skills, with demonstrated ability to express ideas concisely and clearly in oral presentations, business communications, letters, memoranda, and minutes
- Excellent organization and time management skills with attention to detail
- Ability to maintain a high degree of privacy and confidentiality
- Experience completing expense reports and drafting annual budgets
- Ability to take initiative, prioritize, and complete multiple project assignments
- Willingness to accept changes in priorities and meet deadlines required
- Strong interpersonal skills and ability to work as part of a team
- Ability to work without supervision in a small office environment
- Flexibility and willingness to take direction
- Demonstrated ability to work with the public in a courteous and professional manner
- Ability to work sensitively and effectively with diverse populations
- Ability to perform job requirements efficiently and orderly
- Personal and professional integrity, pleasant attitude, self-motivated, service-oriented approach
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

## About The Foundation for a Healthy High Point

Greater High Point has a unique footprint, including the towns of Jamestown, Trinity and Archdale in addition to the city of High Point, and stretching across four counties (Forsyth, Guilford, Davidson and Randolph). The area is also unique in its rich and vibrant history, economy, and culture.

The Foundation has identified the following as leading health issues with the most significant potential impact on community health outcomes and are working to improve them in the Greater High Point area:

- Neighborhood Conditions & Built Environment
- Healthcare Access & Quality
- Social & Community Context
- Economic Stability
- Education Access & Quality

The Foundation for a Healthy High Point applies an equity lens as a critical component of accomplishing its mission. FHHP will:

- **Prioritize** communities whose social determinants of health are most challenging
- **Listen** to communities and work with them toward solutions.
- **Ensure** that our organization and partners reflect the diversity of the Greater High Point Community.
- **Consistently review** our grantmaking process to ensure equitable opportunities.

Guided by core values of transformative impact, collaboration, active listening, transparency, and advocacy, FHHP is governed by a 12-person Board of Directors and growing to a staff of 4 employees who oversee annual grants and charitable distributions of \$2.4 million and financial assets of \$57 million.

**Want to know more?** Visit <https://www.healthyhighpoint.org/>.

## How To Apply

**To apply, click on the link to the Operations Manager – Foundation for a Healthy High Point position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs).** You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact [talent@armstrongmcguire.com](mailto:talent@armstrongmcguire.com). No phone calls, please, and no applications will be accepted by email. Due to integration issues, applications submitted through third-party sites such as Indeed and LinkedIn may not be received.

Salary is commensurate with the requirements of the position and begins in the \$50K range. The Foundation also offers a competitive benefits package that includes medical, dental, life, short and long-term disability insurance; 403(b) retirement plans with matching contributions; and accrued paid time off and sick time.

FHHP actively seeks a diverse pool of candidates. The Foundation is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

## About Armstrong McGuire

Armstrong McGuire is a leading executive search, fundraising and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors works with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning. [Armstrong McGuire](#)