



CHARLES AND LYNN
SCHUSTERMAN
FAMILY FOUNDATION

Operations Associate

Washington, DC

OVERVIEW

The Charles and Lynn Schusterman Family Foundation (Schusterman) is a global organization that seeks to improve lives, strengthen communities and reduce inequality. Our philanthropic vision is grounded in a commitment to pursue justice, repair the world and treat all people with dignity and civility. We invest in efforts to improve public education in the United States, strengthen the Jewish people and Israel, and address the needs of marginalized individuals and communities. www.schusterman.org

JOB SUMMARY

The Operations Associate (OA) is a member of the U.S. Jewish Grantmaking team and is based in Schusterman's Washington, DC office. The OA will work with the Senior Operations Manager to ensure organizational effectiveness and efficiency by providing operational leadership and support in the DC office to include financial management and preparation and management of contracts to support team initiatives, as well as serving as a liaison with other departments within Schusterman to integrate their functions into the team. The OA will also ensure the DC office is maintained and clean, and provide general administrative support to the team.

RESPONSIBILITIES

- Enter requests for payment (i.e. invoices, grants, etc) into the accounting system, facilitate the online approval of the payments and serve as the financial point of contact to grantees and vendors related to such payments.
- Assist US Jewish Grantmaking Team with drafting and facilitating approval of grant agreements, maintaining final grant agreements, administering grants and preparing and sending weekly reports of such grants.
- Draft vendor contract agreements for review and approval.
- Create and maintain category and coding within Expensify program.
- Submit, coordinate and oversee service and ongoing general maintenance requests for the DC office, including collecting and maintaining Certificates of Insurance (COI) for vendors providing these services.
- Serve as liaison to the Schusterman Technology team to coordinate all onsite technology support services, such as AV support requests, new equipment set-up, etc.
- Serve as a liaison to the Schusterman Human Resources team to facilitate onsite onboarding for newly hired employees including I-9 verifications, office orientation and security.
- Organize and distribute agenda and meetings materials for monthly staff meetings.
- Assist Senior Operation Manager with various projects, including office moves within the DC office.
- Assist the Events and Convenings Manager in packing, shipping and unpacking of event materials.
- Set-up organize and keep DC office spaces (i.e. meeting rooms, kitchen, work room, etc) clean and stocked.
- Order and stock general office and other supplies.

QUALIFICATIONS

The following qualifications are representative of the high level of demonstrated skills, maturity, judgement and ability to work with a wide range of constituencies required of Schusterman employees:

- At least 3 years of relevant professional experience required.
- A Bachelor's degree is required.
- Excellent verbal and written communication and interpersonal skills necessary to develop cooperative working



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relationships with supervisory personnel, co-workers, colleagues, grantees, partners, REALITY participants and alumni and the general public required.

- A high degree of flexibility in order to achieve organizational objectives required.
- An ability to understand and interpret pertinent policies and procedures clearly and accurately, especially those requiring Schusterman employees to maintain the highest level of confidentiality with regard to business and personal matters of Schusterman, its trustees and its officers required.
- Ability to exercise discretion and tact in difficult or confidential situations and an ability to project a positive, professional image to the public required.
- Demonstrated ability to manage projects and deliver a high-quality work product in a fast-paced environment required.
- Excellent organizational skills, ability to multi-task and a strong attention to detail required.
- Analytical and research abilities necessary to use data to assist with development of strategic decisions required.
- PC skills (with proficiency in Microsoft Outlook, Word, Excel and PowerPoint), as well as a thorough knowledge of: (a) modern office practices and procedures; (b) the use of office machines and equipment; and (c) basic web skills and comfort required. Proven skill and comfort in prioritizing, multi-tasking and efficiently delivering high-quality work product in a fast-paced environment.
- Strong interpersonal skills and ability to work collaboratively and constructively across departments and with national and international partners.
- Experience with Expensify and Fluxx preferred.

COMPENSATION

The salary range for this position is \$65,000-\$75,000 which includes a strong benefits package. Schusterman does not cover relocation expenses for this position.

How to Apply

Interested applicants should submit a cover letter and resume to jobs@schusterman.org with a subject line of "Operations Associate."

The Charles and Lynn Schusterman Family Foundation is an Equal Opportunity Employer. Schusterman promotes diversity and provides equal employment opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religious creed, disability, genetic information, age, marital status, sexual orientation, or military and veteran status. We encourage individuals of all backgrounds to apply.