



Job Title: Operations Director

Location: Virtual in United States (core hours 10am-2pm CST)

Job Type: Contract approximately 7-12 hours/week

Compensation: \$36 to \$50/hour, depending on experience

Reports to: Executive Committee of the National Albert Schweitzer Fellowship Programs Collaborative (three directors from local Schweitzer Fellowship programs)

Overview

The Albert Schweitzer Fellowship’s mission is to prepare the next generation of professionals who will serve and empower vulnerable people to live healthier lives and create healthier communities. The Fellowship takes ~250 Fellows each year across its thirteen sites: Alabama, Chicago, Columbus-Athens, Dallas-Fort Worth, Detroit, Houston-Galveston, Los Angeles, New Hampshire/Vermont, New Orleans, North Carolina, Pittsburgh, San Francisco Bay Area, and Tulsa. The thirteen sites work collaboratively on initiatives that further the Fellowship’s work on a national scale. The Operations Director leads the day-to-day efforts of this work.

RESPONSIBILITIES/SCOPE OF WORK

Governance / Administration / Strategic Planning

- Develop annual work plan and budget (~\$40,000) with feedback from Collaborative members (annual)
- Lead monthly Executive Committee meetings (review timesheet, finance reports, work plan/committee deliverables, and national coordination)
- Organize calendar for monthly PD calls including facilitator and topics (quarterly)
- Assist monthly PD meeting facilitator to organize the agenda and corresponding materials (monthly)
- Point of contact for Directors re: local program governance, administration, and program operations (ongoing)
- Renew national liability insurance (annual) with vendor
- Serve as liaison between Collaborative and National ASF Board of Directors
- Co-lead national strategic planning workgroup (local program staff, board members, and FFL)

Finance & Operations Management

- Monitor budget (request, review, annotate, and distribute monthly finance reports prepared by accountant)
- Manage consultants and other vendors, including processing and monitoring payments
- Maintain Quickbooks online (enter expenses and receipts)

- Create and send invoices to local programs (annual dues, liability insurance, etc.)
- Maintain accounts for Google Drive, IONOS/@schweitzer emails, Zoom, Techsoup, Quickbooks online, and Sendinblue listserv

Committee Support

- Support intergration/linkages across committees
- Develop committee reporting/project management structure
- Provide ad hoc project support for committees including
 - Anti-racism policy and implementation
 - Curriculum development
 - Evaluation
 - Fundraising

Communications

- Respond to inquiries on national website
- Support standardization of branding guidelines through generating items in Canva (e.g., FFL webinar flyers; flyers for any regional events; etc.; monthly)
- Collect data from PDs and then update the "Our Impact" numbers on national website
- (Produce at least one press release about Fellows (ex. new Fellows or year-end impact; annual)
- Oversee quarterly maintenance on national website by consultant

Requirements

- Bachelor's degree, a wide range of disciplines is acceptable but an emphasis in health, education, or nonprofit management preferred
- Five years of experience in a leadership role in a non-profit, health care, or social service organization

Preferred Experience and Skills

- Graduate degree, a wide range of disciplines is acceptable but an emphasis in health, education, or nonprofit management preferred
- Experience in a contract and/or remote role
- Strong facilitation and project management skills

Application Instructions

To apply, please submit a resume and cover letter to Andrea Link at andrea.link@asfhg.org with the subject line "Application for ASF Operations Director." Candidates will be considered on a rolling basis but are encouraged to apply as soon as possible.

Equity and inclusion are core values of the Albert Schweitzer Fellowship. We encourage applications from individuals with diverse personal and professional backgrounds.

Visit us at schweitzerfellowship.org