



Position Description

Position Title: Operations Manager

Location: Fully Remote

Reports to: Census Equity Initiative Deputy Director

Status: Full-time, Exempt

Position Summary

Seeking an Operations Manager to oversee operational systems and events management for two funder collaboratives with small teams and large networks. Census Equity Initiative (CEI) is a national funder collaborative promoting a fair and accurate count on the decennial census and the American Community Survey. [Fair Representation in Redistricting](#) (FRR) is a national funder collaborative promoting fair districts. Both collaboratives are projects of New Venture Fund. The Operations Manager time on each project will likely shift based on need but will be roughly two-thirds for CEI and one-third for FRR. This is a unique opportunity to support two dynamic teams who coordinate with philanthropy and field leaders to improve our democracy. ([Overviews of the collaboratives are available here](#)).

Responsibilities and Tasks

Events management

- Assist in planning for CEI and FRR events, including preparing materials that involve video or online apps
- Manage all logistics for internal and external CEI and FRR virtual and in-person events, including video platform for remote participants
- Oversee follow-up activity resulting from events, including correspondence and photo/video management

CRM management

- Manage and update CEI and FRR's shared CRM which is Hubspot
- Support CEI and FRR teams' effective use of Hubspot, including integration of Hubspot data with CEI and FRR systems, pulling and monitoring lists, and establishing protocols or training

Manage CEI and FRR's websites

- Update content to CEI and FRR's websites
- Liaise with website vendors and tech support

Manage other CEI and FRR operational systems and services

- Manage and monitor FRR & CEI's info@ email accounts
- Maintain FRR, CEI, and other joint calendars
- Organize CEI and FRR shared drives, databases, and spreadsheets
- Liaise with New Venture Fund on grant report tracking and other systems improvements

- Improve operational systems, processes, and policies for both projects including information flow and management, cross-project communication and collaboration
- Depending on interest, participate in plans to assist state organizations in building digital capacity and/or increased coordination among stakeholders

Preferred Experience and Skills

- Strong organizational skills and attention to detail
- Proficiency with virtual meeting platforms and website platforms
- Experience managing CRMs
- Ability to work under pressure and tight deadlines in a fast-paced environment
- Strong interpersonal skills and ability to work well on a team
- Demonstrated interest in working in the nonprofit sector
- Sense of humor and flexibility
- At least two years of relevant prior work experience or degree in relevant field

How to Apply

Email your resume and cover letter as PDF or Word attachments to: info@censusequity.org. The cover letter should explain your interest in census, redistricting and/or democracy issues and skills you would bring to this job. Please put “Operations Manager” in the subject line. This announcement will remain posted until the position is filled.

Compensation and Benefits

Salary range: The salary range for this position is \$70,000 – \$90,000, commensurate with experience.

Benefits: Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401(k) retirement plan, and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 80 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

Hiring Statement

Census Equity Initiative and Fair Representation in Redistricting are projects of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

E-Verify

NVF participates in [E-Verify](#) and will provide the federal government with employees’ Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.