

<b>TheDream.US<sup>1</sup></b> <b>Position:</b> Operations Manager <b>Reports to:</b> President <b>Location:</b> Flexible; remote work (must have office set up)	<b>Status: Exempt, Full-time</b> <b>Salary Range: \$80,000 - \$90,000<sup>2</sup> (depending on experience and expertise)</b> <b>Send resume to: <a href="mailto:info@thedream.us">info@thedream.us</a></b> <b>Application Deadline: August 31, 2022</b>
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## Project Summary

TheDream.US is the nation's largest college and career access and success program for undocumented students. Our work is anchored in our belief that all children living in this country—regardless of where they were born—should have equitable access to a college education and career. We have awarded over 8,750 scholarships to undocumented students to attend over 70 Partner Colleges committed to their college and career success.

## Position Summary

The Operations Manager will manage (1) financial planning and reporting processes; (2) grant and contract processes; and (3) human resources and supporting technology; and (4) administrative processes.

## Key Responsibilities

### Financial Planning and Reporting

- Oversee creation and administration of TheDream.US budget and review monthly financial statements showing actuals against budget
- Manage the TheDream.US forecasting model which is used to forecast scholarship awards based on contributions, expenses, and Scholar persistence and graduation rates;
- Manage scholarship reconciliation process to support accurate data for financial statements, grant reporting, and scholarship payments
- Manage donor contributions/invoicing and online donations platform

## Hiring Statement

<sup>1</sup> TheDream.US is a project 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.

<sup>2</sup> Including a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% automatic contribution and a 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off

## Grants and Contracts Management

- Manage fiscal sponsor relationship including charter renewal and compliance
- Manage grant proposal development and grant agreement and reporting processes – including preparing annual grant reports
- Oversee contracts and software licenses management

## Human and Technology Resources Management

- Manage logistics for hiring, on-boarding, and off-boarding team members
- Manage annual salary adjustments, including researching market compensation
- Oversee the annual performance review and planning process
- Oversee annual planning, including tracking progress against strategic goals, objectives, and activities in the annual planning framework
- Plan and manage logistics for annual retreat and team meetings
- Manage logistics for the Advisory Board meetings
- Define and oversee document management processes, including Dropbox

## Administrative Management

- Manage honoraria and gifts for Scholars, Graduates, speakers and other volunteers (including setting up and managing a merchandise store)
- Manage printing and mailing of promotional packets to Partner Colleges
- Correspondence, including Scholar thank you notes
- Manage sign-on and passwords for technology platforms
- Manage association memberships and renewals

## Qualifications:

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- 7+ years of operations management experience
- Bachelor's degree in business (or equivalent work experience)
- Experience in and a deep commitment to serving undocumented immigrant youth
- Adept in data analyses using Microsoft Excel, including functions, pivot tables, lookup functions, etc.
- Strong analytical and writing skills
- Ability to thrive in a rapidly changing, and highly collaborative work environment
- High standards of personal integrity
- Ability to travel up to 10% domestically



### **COVID-19 Policy:**

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To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).