

# City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

## Call for Applications: **OPERATIONS ADMINISTRATOR** (Part-Time, Hybrid + Benefits)

**Be a part of something bigger. Put your passion and talent to work helping education nonprofits thrive.**

At City Scholars® Foundation, we're on a mission to do just that, as we bring corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively give over 31,500 low-income youth each year a better chance to learn and achieve against the odds.

To achieve operational excellence as we expand our impact throughout Southern California and beyond, we're looking for a proactively motivated, exceptionally organized and detail-oriented **OPERATIONS ADMINISTRATOR** to join our team working part-time generally 20 - 24 hours/week (M–Th + additional hours on designated Fridays for events and special projects) in a hybrid, mission-driven environment. Compensation is \$25 - \$27/hour + benefits with room to grow based upon performance and the Foundation's success.

With sleeves up, hands on and a heart for helping nonprofit leaders and the children they serve succeed, our **OPERATIONS ADMINISTRATOR** keeps the Foundation running smoothly and sustainably behind the scenes. Reporting to our Founder & President, this pivotal role serves as our "operations anchor" providing structure, efficiency and dependable support for day-to-day business operations, financial administration and event logistics.

If you're ready to grow with us – and not just work for us, we look forward to reviewing your application.

### **WHO WE ARE:**

We are City Scholars® Foundation, a small yet growing philanthropic organization founded in 1993. **We believe every child deserves a quality education regardless of their zip code or family income.** In high-poverty, under-resourced communities, education nonprofits play a critical role helping youth succeed both in and out of the classroom. That's why we're passionately committed to helping education nonprofits thrive.

### **WHAT WE DO:**

To survive and thrive, quality education nonprofits depend upon resourceful, resilient, and collaborative leaders who need more than heart to keep the lights on and the doors open. Because education counts and leadership matters, we've partnered since 2014 with a growing corps of executive volunteer donors, corporate and foundation partners and other supporters to sponsor the **City Scholars® Fellowship for Education.**

As a collaborative leadership institute and impact network, our Fellowship for Education invests in and partners with a diverse community of highly-motivated nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow out-of-school time and school-based education nonprofits (currently 24) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower over 31,500 low-income, high-potential youth each year throughout the five-county Greater Los Angeles region to succeed in school, at work and in life. Be inspired at [www.cityscholars.org](http://www.cityscholars.org).

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**WHAT YOU'LL DO:**

As **OPERATIONS ADMINISTRATOR**, you'll collaborate day-to-day with our Associate Director, Executive Coordinator and Foundation Intern(s); interact by phone, email and in-person with TEAM City Scholars® executive volunteer donors, corporate, foundation and community partners and other supporters; and, represent the Foundation with a high level of professionalism at all internal and external events. We'll look to you to:

**Business Operations**

- Leverage QuickBooks for Nonprofits accounting software, our step-by-step financial operations handbook and our donor tracking system to ensure accurate and timely financial recordkeeping and efficient processing of financial transactions including:
  - Tracking, processing, recording and acknowledging donor contributions, pledge commitments and pledge payments
  - Making and/or recording deposits
  - Collecting, verifying, recording, gaining approval to pay, processing and recording payments for invoices, employee expense reimbursements and credit card charges
  - Supporting payroll processing and online payment of monthly payroll tax liabilities
  - Generating and e-filing quarterly payroll tax returns through QuickBooks
  - Performing and/or assisting with monthly bank, brokerage account and credit card reconciliations
  - Recording and/or assisting with monthly general journal entries
- Ensure our external accountants (who are TEAM City Scholars® Board and Executive Council members) receive timely, up-to-date QuickBooks data to facilitate their preparation of our monthly, quarterly and annual financial statements for board review.
- Generate additional financial reports, as needed; and, maintain accurate, timely and secure digital records for finance and administration including all required documentation.
- Assist with the preparation of required annual and/or bi-annual corporate and financial filings with federal, state and local agencies (IRS 990, CA 199, CA Attorney General RRF-1, CA Statement of Information, City of LA Fundraising Information Cards)
- Support HR and IT functions, including managing employee records and benefits administration and ensuring all technology systems function efficiently troubleshooting issues when necessary
- Manage our small team, hybrid office (remote + Downtown LA) including answering phone and general email inquiries, reserving conference space, processing mail, maintaining orderly digital records and organized corporate email inboxes; and, ordering supplies and equipment as needed.

**Administrative & Event Support**

- Support pre- and day-of-event logistics (in-person and virtual) for monthly Fellowship for Education convenings, quarterly Board meetings and our annual TEAM City Scholars® Leadership Summit.
- Provide scheduling and administrative support for our Founder & President, as needed.
- Assist with other financial and administrative duties, as requested.

**WHO YOU ARE:**

To succeed in this role and achieve significant impact, you:

- share our passion for improving education for low-income youth and are confident interacting with and supporting high-impact corporate and community leaders.
- have earned a Bachelor's degree in Accounting, Business Administration or related field and can draw upon two (2) or more years of hands-on operations, bookkeeping and/or administrative experience preferably in a nonprofit, philanthropic or small business environment. Candidates with an equivalent combination of education and experience are also encouraged to apply.
- are proficient with QuickBooks (preferably QuickBooks for Nonprofits), Microsoft Office, Google Workspace and Zoom. Proficiency with other office and project management software is a plus.
- have strong organizational, analytical, problem-solving, written and verbal communication skills; can manage multiple priorities and projects simultaneously; are exceptionally detail-oriented; and, thrive working independently and collaboratively with general supervision in a hybrid work environment.
- have a dedicated, secure workspace and reliable, high-speed internet for remote work and collaboration; possess a valid driver's license; own or have access to a dependable automobile with proof of insurance and valid registration; and, can lift 20 lbs.

**COMPENSATION:**

As our **OPERATIONS ADMINISTRATOR**, you'll earn \$25 - \$27/hour (depending upon experience and QuickBooks proficiency) with room to grow based upon performance and the Foundation's success. You'll work generally 20 - 24 hours/week (M–Th during office hours, 9:30 am – 5:30 pm + some Fridays for events and special projects).

**BENEFITS:**

- Hybrid Workplace (Remote + Downtown LA): Employees must be able to participate in and/or support in-person meetings, site visits and events held at various locations throughout the Greater LA region with set-up beginning at 8:30 a.m. Current in-person collaboration is generally 2 - 4 times/month.
- Commuter Benefit Plan for in-office work and in-person meetings and events
- Paid Time Off (including end-of-year office closure)
- Employer Contribution to group health plan and SIMPLE IRA retirement savings plan upon eligibility
- Professional Development Opportunities

**HOW TO APPLY:**

Submit **(1) your professional resume, (2) a brief cover letter** sharing a. why our mission matters to you, b. why you are a great candidate for this role and c. why part-time works for you; and, **(3) a brief statement indicating your proficiency** (high, medium, low or none) with QuickBooks (particularly QuickBooks for Nonprofits), Microsoft Office, Google Workspace, Dropbox, Zoom and Salesforce.

Email application documents as **PDF files to [team@cityscholars.org](mailto:team@cityscholars.org)**. Please indicate the following in the subject line: *Last Name, First Name – Operations Administrator Application*. Only qualified applicants selected for the interview process will be contacted. No phone calls please. City Scholars® Foundation is an equal opportunity employer. *Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.*