

The Susan Thompson Buffett Foundation
OPERATIONS COORDINATOR
Omaha, Nebraska

BACKGROUND

The Susan Thompson Buffett Foundation is a private grant-making foundation based in Omaha, Nebraska and is one of the largest foundations in the United States. The Foundation's primary focus is on increasing access to family planning services and supporting reproductive choice and rights, both in the U.S. and internationally. Additionally, it has a long-standing college scholarship program for Nebraska students, as well as an awards program to recognize outstanding teachers in the Omaha Public School system.

RESEARCH AND EVALUATION

The Foundation is organized into three grant-making programs (the International, U.S., and Postsecondary Access and Success Programs) and the Research and Evaluation (R&E) Unit. The R&E Unit functions as an internal technical support team that assists all three programs on select research and evaluation activities. The R&E Unit itself does not carry out original research or conduct evaluations of Foundation projects. Rather, the Unit works in close collaboration with our program staff by advising on the best uses of methodologically rigorous research and evaluation techniques. Currently, the R&E Unit is composed of a Director, five Senior Officers, four Officers, three Associates, and a Research Assistant. We are seeking an Operations Coordinator to join our Unit and Foundation family.

RESPONSIBILITIES FOR THE OPERATIONS COORDINATOR

The Operations Coordinator will report to the Director of Research and Evaluation, Dr. Sandra G. Garcia. The Operations Coordinator's role is to support the R&E Director to maximize the effectiveness of the R&E Unit. The position is part executive assistant, part problem solver, and all-around team support to advance R&E's goals and the Foundation's mission. At the appropriate time, the Operations Coordinator may supervise an R&E Administrative Assistant. Specific duties and responsibilities of the Operations Coordinator include, but are not limited to:

Provide direct support to the Director by:

- Proactively managing her calendar to ensure her time is used as efficiently as possible
- Keeping her informed of critical information
- Drafting internal and external correspondence on her behalf, and assisting with reports and presentations
- Ensuring she is prepared for meetings and travel, accompanying her on occasion
- Representing her in meetings and on specific projects, as needed
- Providing ad-hoc analysis, decision support, and written reports upon request

Promote the R&E Unit's team cohesion and functioning by:

- Facilitating the flow of information throughout the team, keeping the Director informed and ensuring that staff have needed information in a timely manner
- Handling preparations for regular staff meetings and ad hoc meetings with a technical focus
- Preparing agendas and managing logistics for team events
- Turning discussions and decisions into actionable steps

Advance the R&E Unit's work by:

- Supporting the R&E Unit's strategic processes and operationalization of our strategies
- Facilitating collaboration between the R&E Unit and Program partners
- Identifying new opportunities to enhance the R&E Unit's effectiveness
- Developing, updating, and managing the R&E team budget with projections in close coordination with the R&E Director and team
- Assisting the Director and team with preparations for annual Board reports and meetings

Perform other duties as assigned

QUALIFICATIONS OF THE IDEAL CANDIDATE

We are seeking an individual with strong demonstrated project management and/or executive assistant experience who is proactive, detail-oriented, and excited to develop this new position. The success of the R&E team depends on highly motivated individuals who work well independently and collaborate effectively across our Unit, program staff, and external partners. Applicants must be interested in, and committed to, reproductive rights.

Specific qualifications include:

- A bachelor's degree and minimum of seven years of professional experience, ideally in supporting senior leadership through either project management or executive administration
- Experience working in research, medical/public health, or other similar settings
- Willingness to travel approximately 10%
- Demonstrated experience in technical writing and editing; ability to communicate clearly and concisely in written and oral form
- A strong ethical code of conduct and impeccable ability to safeguard confidential information
- An ability to build trust and strong relationships across teams, and gain support from colleagues
- A respectful, flexible, and constructive approach to teamwork
- Comfort with ambiguity in complex situations, and the ability to keep work moving forward
- An ability to manage and prioritize a variety of tasks simultaneously, with impeccable time management and organization skills
- Proactive problem-solving skills and a "can do" attitude
- Demonstrated creativity and experience establishing new, or strengthening existing, operations and/or administrative processes
- Experience developing, reviewing, and managing budgets, timelines, and workplans
- Proficiency with Microsoft Office, especially Excel, and G Suite (experience with Endnote, Tableau, and Basecamp is a plus)
- Eagerness to adapt and grow this new position to meet the needs of the R&E Unit

Compensation and benefits

Salary is competitive and commensurate with education and experience. The Foundation offers a generous benefits package, including medical/dental insurance and a retirement program. The successful applicant will have an opportunity to thrive and grow in a challenging and busy, yet supportive and family-friendly, environment. Based on an honor system, the Foundation offers a flexible vacation policy to ensure a healthy work/life balance.

APPLICATION PROCESS AND DEADLINE

The application **deadline is June 21, 2019**. Interested applicants should respond ASAP by submitting a resume and cover letter. **Applications without a cover letter will not be reviewed.** The cover letter should clearly articulate the reasons for your interest in this position and discuss why you feel you would be a good fit. Please send these materials to: stbf-ops@nonprofitprofessionals.com. References and other information may be requested. Semi-finalists will be asked to participate in telephone interviews with Foundation staff. Finalists will be invited to interview in-person at the Foundation. **The start date for this position is as soon as possible.**

As an Equal Opportunity Employer, the Susan Thompson Buffett Foundation is deeply committed to diversity, equity, and inclusion, and actively seeks individuals who can offer broad perspectives to our organizational thinking and culture.