



***POSITION: MANAGER of OPERATIONS  
PITTSBURGH, PA  
SALARY: \$55,000 – 65,000.00  
STATUS: FULL TIME***

***ABOUT THE HEAR FOUNDATION***

The Hear Foundation (hearfoundation.com), a new and growing organization, is the first and only nonprofit in Pittsburgh dedicated exclusively to collaborating with community leaders, Pittsburgh Police, residents, and the City to create a safe, thriving community for all. The Hear Foundation's mission is to convene, fund, and implement initiatives that build police and resident relationships and strengthen Pittsburgh's neighborhoods.

***BRIEF DESCRIPTION:***

The Manager of Operations is responsible for all operational needs, including administrative support for The Hear Foundation. The Manager of Operations collaborates with the Chief Executive Officer to develop and execute organizational strategies and policies: program planning and execution, human resources initiatives, budget and finance, and grantmaking. The Manager of Operations is responsible for supporting the Foundation's staff and board of directors in executing all organizational and administrative activities.

***MISSION-BASED QUALIFICATIONS:***

- Works with diverse audiences including law enforcement, grassroots community groups, government and corporate entities to deliver on the mission and identify opportunities for the Foundation to participate, invest, or lead activities and initiatives to create safety and build relationships between police and community.
- Develops meaningful, authentic, and credible working relationships locally and nationally with community leaders and law enforcement.
- Collaborates with staff, board of directors, police, and other local and national partners to communicate the Foundation's mission and reputation across the communities served.

***MANAGER of OPERATIONS QUALIFICATIONS:***

- Manages administrative support activities for Foundation staff, including managing the calendar, developing and responding to correspondence, making travel arrangements, etc. ➤ Acts as primary liaison to the board of directors and coordinates activities and meetings of the board of directors and its committees

- Manages all Foundation finances: primary contact with bookkeepers and auditors; managing all expenses; payroll; developing and tracking budgets; etc.
- Collaborates with the Chief Executive Officer to coordinate the logistics of all Foundation-hosted meetings, convenings, board committees, and board of directors meetings
- Participates in planning/management/ execution of Foundation programs and initiatives ➤ Develops and manages multiple projects simultaneously and follows through on issues promptly to meet mission and growth initiatives
- Acts as liaison for the Chief Executive Officer and board of directors between the Foundation's staff, consultants, clients, and other stakeholders
- Directs the internal communications of the Foundation to ensure the effective dissemination of information between Foundation staff, board of directors, and other stakeholders ➤ Composes, from notes or conversations, correspondence for the executive office and board of directors and finalizes meeting minutes and action plans
- Controls confidential and sensitive matters and issues with the utmost discretion
- Supports preparation, tracking, and dissemination of grant awards and contracts
- Bachelor's degree preferred
- Minimum 5 - 7 years' operations/administrative experience, preferably in a nonprofit environment ➤ Financial management and bookkeeping experience required, including accounts receivable/payable and payroll experience
- Ability to establish and maintain effective relationships with key internal and external clients and diverse groups of community members
- Ability to plan and coordinate community events aligned with the Foundation's mission and goals
- Exemplary oral and written communication skills
- Excellent planning, data management, and organizational skills
- Excellent computer skills, including the ability to troubleshoot technical issues
- Comfortable working in a fast-paced/high-volume environment
- Ability to prioritize, multi-task, and plan work activities effectively
- Ability to think creatively; deliver results, and establish a reliable track record
- Proficient in using Google Docs and/or Microsoft Office

### ***APPLICATION PROCESS:***

Qualified individuals may apply by sending a cover letter and resume in PDF format to:  
**jobs2@hearfoundation.com**

***Include the title of the position you are applying for in the email subject line***

The Hear Foundation is committed to an inclusive work environment and seeks to recruit candidates for employment that represent the region's diversity of race, ethnicity, gender, religion, sexual identity, and ability. The Hear Foundation is an Affirmative Action Employer.

**THE APPLICATION PERIOD CLOSES ON FEBRUARY 12, 2024, at 5:00 PM.**