



# Operations Manager

## Job Description

**ACES mission is to reduce the academic opportunity gap in Minnesota and improve the likelihood of success for students in underserved communities.**

**Status:** Full-time

**Salary:** \$60,000-\$64,000, depending on qualifications

**Benefits:** Employer-covered health, vision, and dental plans, 12 paid holidays; generous PTO, “Summer Friday” schedule, flexible work schedule and remote work opportunities, regular professional development and personal growth opportunities, opportunities to engage with Minnesota sports teams and events, Employee Assistance Program (EAP), vacation savings plan, and fitness incentive program.

**Location:** Hybrid (Virtual and In-person), Minneapolis, MN

### Overview

ACES is seeking an organized, motivated, and proactive leader to join our team as Operations Manager. Reporting to the Executive Director, this key role will oversee the day-to-day operations of the ACES office, ensuring efficiency, compliance, and effectiveness across departments. The ideal candidate will have a strong background in nonprofit management, excellent leadership and collaboration skills, and a passion for making a positive impact for Minnesota youth.

### Responsibilities

- **Operations Oversight:** Manage and optimize ACES’s operational processes and procedures to ensure smooth functioning across the organization.
- **Human Resources Operations:** Manage HR functions including job postings and recruitment efforts, onboarding, training, and team relations. Develop and implement HR policies and procedures to support a positive work culture and team engagement. Oversee payroll operations, manage benefits, update and distribute the employee manual, support performance management, and maintain personnel records.
- **Board of Directors Support:** Collaborate with the Executive Director to schedule meetings, compile and distribute meeting materials, and provide administrative support to ensure smooth functioning and effective processes.
- **Financial Administration:** Provide comprehensive support in financial administration, including facilitating communication, assisting with the preparation and organization of financial documents and reports, and collaborating closely with the accountant to ensure accuracy and compliance with financial regulations and standards.
- **Vendors and Contractors:** Develop and maintain relationships with vendors and contractors, negotiate contracts and agreements, oversee service delivery, manage supply inventories and procurement, and ensure compliance with organizational standards and budgetary constraints to support the efficient and effective operation of programs and initiatives.
- **Program Support:** Collaborate with the program team to support planning, implementation, and evaluation of ACES programs. Support planning and execution of experiential learning field trips.
- **Technology and Systems:** Manage devices, systems, databases, and software to support organizational needs. Evaluate and implement technology solutions to streamline operations and maintain efficiency.
- **Compliance:** Ensure compliance with all relevant regulations and organizational policies. Maintain accurate records and documentation for audits and regulatory requirements.

- **Development:** Oversee donation data entry and acknowledgement processes, ensuring accurate recording of contributions, timely expression of gratitude, and cultivation of positive relationships with supporters.
- **Communications:** Collaborate with Director of Development & Communications to enhance ACES's online presence, creating and posting original content to promote events, highlight programming, and share impactful stories.
- **Events:** Support event logistics including venue coordination, set up, and materials management, while fostering positive customer relations to ensure seamless execution

## About You

The ideal candidate is highly organized, reliable, self-motivated, creative, collaborative, and brings a positive attitude and good sense of humor to their work. The Operations Manager is committed to ACES's mission, embodies ACES's values (youth-centered, growth-mindset, teamwork, equity, and empathy and responsiveness), and works to eliminate education disparities and ensure all students have access to high-quality learning opportunities.

## Required Qualifications

- Commitment to ACES's mission.
- Experience working with diverse communities.
- Ability to work both independently and as a collaborative member of the ACES team.
- Exceptional time-management and organizational skills.
- Excellent communicator with strong listening, speaking, and writing skills.
- Adept problem solver with high level of independence and good judgment.
- Creative, innovative thinker with ability to improve systems and processes.
- Ability to maintain a high degree of confidentiality and discretion.
- Ability to work flexible hours. Some weekend and evening availability is required.
- Microsoft Office proficiency.

## Preferred Qualifications

- 2+ years of experience in operations, administration, and/or HR operations.
- Experience with event planning, donor database systems, communications platforms, and/or graphic design software.

## About ACES

ACES (Athletes Committed to Educating Students) is an innovative out-of-school time program that brings math and social-emotional learning to life for Minnesota students. Our mission is to reduce the academic opportunity gap and improve the likelihood of success for students in historically underserved communities. ACES's programming consists of three primary, synergetic components: group classroom sessions, one-on-one mentorship, and unique experiential learning opportunities. Our unique, project-based curriculum engages students through sports-themed, real-world applications. ACES partners with mission-aligned organizations and schools, as well as Minnesota's professional sports teams, to deliver transformational programming for hundreds of students every year.

## Equal Employment Opportunity

ACES is an equal opportunity employer and makes employment decisions based on merit. ACES strives to build leadership, staff, and volunteer teams that reflect our values of equity and inclusion about race,

ethnicity, class, culture, religion, physical ability, age, gender, gender identity, and sexual orientation. We respect the value that diverse life experiences bring to our leadership and are committed to being nondiscriminatory and providing equal opportunities in all areas of our work. People of color and those from other marginalized communities are strongly encouraged to apply.

**Apply!**

To apply, please submit your resume and cover letter to Jazmin Danielson, Executive Director at [jobs@aces4kids.org](mailto:jobs@aces4kids.org). Applications received by May 28, 2024 will receive priority. Applications will be reviewed, and interviews scheduled on a rolling basis. Contact Jazmin via email with questions or to learn more about the position.