**Job Description: Operations Administrator (Part-time)**

PACE (Philanthropy for Active Civic Engagement) is a philanthropic laboratory for funders seeking to maximize their individual and collective impact on democracy and civic life in America. PACE achieves this through learning, experimenting, collaborating, and modeling vibrant civic space. Our primary network and audience is our 58 (and growing) institutional members, but we also seek to actively contribute to and influence a wider field of civic-minded philanthropic entities and leaders.

This is a new strategic direction for PACE beginning in January 2020; one that seeks to make sure our fellowship and learning is an active, participatory, and actionable process — both for our members and for the field of civic philanthropy. This direction follows a period of rapid growth and increasing attention to PACE’s priorities. This is a newly formed position in conjunction with the priorities identified in our 2020-2022 strategic plan; this description reflects the anticipated role but may be refined as needs emerge and clarify.

The main charge of the Operations Administrator is to develop, manage, and coordinate systems that ensure the efficacy of our programs, meetings and events, membership systems, and organizational administration. The primary functions are logistical, operational, and administrative in nature; some programming, member engagement, and communications work may be inherent due to the small team size, but is envisioned to be primarily led by other PACE staff.

**Primary Responsibilities**

- Develop and manage organizational systems to support PACE’s programs, events, and communications as identified through our programmatic vehicles
  - Coordinate and manage logistics for meetings and events, such as venues, food, technology, supplies, materials. Types of events include Learning Labs, collaborative summits, webinars, and other programming
  - Maintain (or establish when needed) mechanisms to ensure effective and efficient relationship management with our members and partners, including contact management databases, populating and managing newsletters, making website updates, etc.
  - Maintain (or establish when needed) mechanisms to support effective and efficient financial management, including dues and invoice tracking, budget management, grant reporting, etc.
  - Support project management for programs and initiatives, as needed

- Serve as a backbone for the PACE team by ensuring coordination and efficiency between staff members and across various streams of work
  - Help Executive Director coordinate staff meetings, agendas, work plans, budgets, and performance review processes
  - Support administration of calendaring and scheduling processes
  - Work with Director of Learning and Experimentation to deploy evaluation and measurement tools associated with tracking progress on the organization’s learning agenda

- Other duties as assigned/determined

To Apply: Submit resume and cover letter to Kristen@PACEfunders.org with subject line “Operations Administrator.” Please no calls. Applications reviewed on rolling basis until filled.
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Required Experiences and Skills:

- Experience creating and managing systems and ensuring efficiency and effectiveness within them
- Demonstrated ability to develop concepts and process plans, execute them, and evaluate them for continuous improvement
- Experience working in small and growing organizations and therein, being an energetic and adaptive utility player
- Experiences with project management, communication, and CRM systems which may include but are not limited to WordPress, Asana, Mailchimp, Salesforce, Electric Embers, Google suite, etc.
- Ability to travel as needed (anticipated less than 10% of the time), and maintain some flexibility in work schedule, especially in conjunction with special events

Ideal Qualities and Attributes:

- Strong commitment to vision, mission, and principles of PACE
- Self-starter with significant initiative, intuition, autonomy, and drive; able to work independently with little need for close management
- Insightful and systems- and process-oriented—ability to see the “big picture” of a need and envision and execute process steps that build the component parts necessary to meet the need, sometimes from scratch and sometimes adapting/tweaking existing tools
- Personable, relatable, and relationship-oriented—ability to work well with all types of people and bring out the best in those around them
- Flexible and dynamic—can adapt and iterate to changing or ambiguous circumstances smoothly
- Keen attention to detail and ability to produce consistently high-quality work

Other Details:

- PACE currently maintains an office in Washington, DC; proximity is preferred but there is possibility for the position to be based in other locations for right person who has ability to maintain their own office/work space
- Position open beginning January 2020 with review on a rolling basis; ideal start date is spring 2020
- This is a part-time, exempt position; salary range of $40-45,000 commensurate with area cost of living
- Benefits package includes generous paid leave policy, and employer IRA match up to 3% of salary
- PACE actively seeks all types of diversity, including racial/ethnic, lived experience, and perspective
- Equal opportunity employer

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