



Houston
Endowment

JOB DESCRIPTION

JOB TITLE: **Manager of Operations**

REPORTS TO: Vice President of Programs

POSITION SUMMARY

Houston Endowment (“the foundation” or “the Endowment”) seeks an experienced, collaborative, and strategic project management professional to serve as Manager of Operations. Working with the Vice President of Programs to manage and drive key operational initiatives across the program team, the Manager of Operations serves a variety of team-critical needs, including maximizing coordination across the program team, operationalizing program impact, and increasing effectiveness and efficiency of our team through special projects. The ideal candidate for this role will be motivated by the opportunity to enable programmatic impact in the Houston community from a position that is behind the scenes.

KEY RESPONSIBILITIES

The responsibilities of the Manager of Operations include the following:

- Manage and coordinate a variety of program projects which includes creating project plans, tracking deliverables, creating presentations, research and information gathering, and providing constructive input to facilitate project planning and on-time implementation.
- Manage team meeting preparation including agenda, materials, presentations, and ensuring the appropriate team members are included to achieve meeting outcomes.
- Implement key operational processes across the program team, ensuring full alignment and accountability across the organization.
- Work with VPP and program directors to prepare program updates for our Board of Directors
- Manage and/or help facilitate a variety of cross-organizational projects.
- Collaborate with program officers and directors to develop, track, and target team-wide success metrics across quarterly operations reviews.
- Manage program team planning sessions, check-ins, and review meetings alongside the VPP
- Recommend adjustments to project flow, timeline, or deliverables as needed to meet annual program team goals and objectives.
- Maintain thorough knowledge of the strategy for specific program areas.
- Prepare clear and compelling materials, including meeting agendas and background documents, operational workflow and process guides, and workplans to guide task management.
- May represent the foundation at external meetings.
- Oversee logistics of meetings, set the agenda, and manage content. Provide regular status updates as needed.
- Perform other duties as assigned.

Projects include:

- Create and manage program team operational calendar of progress monitoring of annual goals.
- With VPP, facilitate program team coordination, including scheduling and setting outcomes for team meetings, annual retreats, and learning spaces.
- In coordination with program directors, create operational guide that includes process maps for cross-team activities related to strategy development and grantmaking.
- Support VPP in creation of quarterly board of director materials that articulate programmatic progress.

DESIRED QUALIFICATIONS

The successful applicant should have the following experience and qualifications:

- At least two years of successful experience in project management with demonstrated ability to manage large volumes of work and juggle multiple projects at once.
- A Bachelor's degree.
- The ability to make complex issues understandable and relevant.
- Familiarity with the nonprofit, philanthropic or foundation sector in Houston a plus.

VALUES

We believe it is both an honor and a great responsibility to work for Houston Endowment, so we are committed to our values and seek colleagues who share our commitment.

- **High Performing:** We bring our best every day so we:
 - Hold high standards and drive for excellence
 - Challenge ourselves and show determination in pursuit of our collective goals
 - Pursue continuous improvement, even when we have achieved our intended outcomes
 - Stay curious to do our best work
- **Courageous:** We know bold action matters so we:
 - Hold an audacious vision for what we can accomplish together
 - Work proactively, take risks, and make difficult choices when necessary
 - Choose optimism, show resilience, and stay engaged in challenging situations
- **Committed:** We care deeply about the organization so we:
 - Prioritize and commit to the mission of the organization
 - Seek and act on feedback on our work, and devote energy to our own development to be at the top of our field
 - Gather diverse perspectives and expertise in service of better results
- **Connected:** We care deeply about each other so we:
 - Build relationships with one another to create a highly effective team
 - Start with trust, assume others have good intentions, and practice generosity of spirit
 - Address issues directly to resolve conflict or misunderstanding
 - Embrace inclusion and adapt as appropriate when partnering with others

COMPENSATION

Salary will be determined in accordance with the successful candidate's experience. The candidate will be eligible for the Foundation's comprehensive employee benefits programs, including health, dental and vision plans, time off, life insurance, short- and long-term disability as well as matching 401(k) and pension retirement plans.

TO APPLY

Send resume and cover letter to employment@houstonendowment.org. We will contact candidates who most closely match our requirements. We thank you in advance for your interest.