



FINANCE AND OPERATIONS ASSOCIATE POSITION DESCRIPTION

Organization Description

Breakthrough Twin Cities (BTC) is an independent 501(c)(3) non-profit with a dual mission: 1) prepare under-resourced students for college success and 2) cultivate the next generation of educators. BTC operates from two sites in the Twin Cities: Mounds Park Academy) and St. Paul Central High School. Students in our middle school program participate in three consecutive summers of rigorous academic enrichment as they prepare for their six-year path to college. Students are taught by a diverse faculty of college and high school-aged Teaching Fellows who are exploring the field of education as a career path with training and support from BTC. Breakthrough students attend monthly Saturday programming throughout the school year to continue building their skills, study habits, and resume. Students complete the program by working one-to-one with a college counselor in 11th and 12th grades. 99.5% of our students graduate high school and are accepted into college. 70% of our Teaching Fellow alumni have impactful careers in education.

Position Description – Operations Associate

This full-time, hourly position (40 hours) ensures the smooth functioning of Breakthrough Twin Cities through financial, operational, logistical, and administrative support. This position also supports the Executive Director in meeting the needs of the organization's Board of Directors, its board committees, and their functions. Additionally, this position provides overall office management for Breakthrough Twin Cities. This role reports to the Director of Development.

Responsibilities

1. Supports financial management in bookkeeping, processing contracts, invoices, reconciliations, reimbursements, credit card, and bank transactions. Works in partnership with human resource and internal and external accounting vendors.
2. Supports development work through research and outreach. Position will support development campaigns via mail, telephonic, and electronic mediums.
3. Assists in the overall management of the annual spring gala. Work in concert with volunteer committee to provide oversight and support for all event activities.
4. Coordinates with Support and Program Teams to host stakeholder engagement opportunities such as Visitor Days, friend-raising, and donor cultivation events.
5. Accountable to maintain accurate demographic and financial records in Salesforce and create/maintain accurate and user-friendly documentation to support these activities.
6. Assists with corporate, foundation, and government grant process.
7. Provides support for Board of Directors and Board Committee meetings with scheduling, meeting production, and minute transcription.
8. Provides administrative support to the Executive Director.

Qualifications

- An associate degree.
- One year of work experience.
- Proficiency with Microsoft Office and database management.
- Self-motivated, willingness to learn, and highly-organized with very keen attention to detail.
- Demonstrated ability to prioritize tasks from different work flows.
- A sincere commitment to Breakthrough's mission and educational equity.
- Exceptional interpersonal communication and customer service skills that are consistently applied to members of the Breakthrough community.
- Commitment to confidentiality in all aspects of the position.
- Exceptional project management skills including the ability to think independently and critically, manage multiple tasks simultaneously, and meet deadlines in a small, fast-paced environment.

PREFERRED QUALIFICATIONS:

- A bachelor's degree
- At least three years of operations and/or administrative experience.
- Experience with Salesforce, Quickbooks, and MailChimp.
- Experience in bookkeeping, creating budgets, and developing monthly financial reports.
- Experience in a nonprofit setting.

Terms of Employment:

Work Hours: This role is a full-time, non-exempt, hourly position with occasional evenings and weekends.

Work Location: Most work takes place at our headquarters at Mounds Park Academy. There are some off-site events such as board meetings, point-of-entry events for volunteers and donors, and fundraising events. Access to reliable transportation is required.

Compensation: \$33,000 – \$40,000 annual salary, depending on experience and qualifications. Medical and dental benefits are provided. 401k match available.

To Apply:

Send an email to apply@breakthroughtwincities.org with the subject line "Operations Associate" and attach a current resumé and cover letter. Priority will be given to applicants who submit these before May 19, 2019. Breakthrough Twin Cities is an Equal Opportunity Employer.