

**Job Title:** Operations and Project Manager  
**Reports to:** Vice President of Operations  
**FLSA Status:** Exempt  
**FTE:** Full-time

### About Caring for Colorado:

At Caring for Colorado, we work with dedication and optimism to improve the lives of young people and their families in Colorado through collaboration, partnership, shared knowledge, and grantmaking. We take a long-term view of our work as we seek to address root causes, promote prevention, improve systems, and advance policy change.

We are looking for staff who are deeply committed to our mission of creating equity in health, well-being, and opportunity for Colorado's young people and their families on a personal and professional level. Our staff bring their knowledge, creativity, and passion to work every day for Colorado families. We have a statewide presence with two physical offices in Denver and Pueblo.

### Position Summary:

The Operations and Project Manager ensures effective and efficient operations across Caring for Colorado, serving in a "hub" position for the organization. This position supports the Vice President of Operations in all areas of business operations, including project and systems management, facilities maintenance, information technology, and human resources. Project management will include facilitating staff training and developing and maintaining administrative norms and practices.

### Essential Duties and Responsibilities:

#### Overarching Duties

- Serve as a project manager across all operational efforts.
- Work with organization leadership to ensure best practices for including diversity, equity, and inclusion across operations such as vendor selection, procurement, contracting, and similar efforts.
- Maintain active oversight of the Operations project portfolio and initiatives.
- Serve as primary contact for the organization's vendors and contractors.
- Develop, train, and work to maintain organizational standards on the use of various software or business systems to help ensure a positive and productive work environment.
- Manage and facilitate operations team meetings, party planning and wellness committee, and other routine or ad hoc staff committees as requested.

#### Office and Facilities Administration

- Conduct annual records retention process for both paper and electronic records.
- Maintain, update, and educate staff on the organization's policies, procedures, and job aides. Ensure all are reviewed and updated as needed.

- Maintain and ensure operational consistency across Denver and Pueblo offices.
- Alert staff of office closures, safety concerns, public health concerns, and other internal communications needs as they arise in partnership with the Vice President of Operations.
- Serve as primary contact to building management and other tenants to inform and facilitate office space management, cleanliness, safety, and repairs and ensure a beneficial partnership, including developing safety protocols.
- Serve as a backup to the executive assistant as needed, including ensuring office and phone coverage
- Inform budget development and management by assisting the Vice President of Operations in overseeing operational costs and contracts.
- Ensure equipment is working properly and that maintenance occurs regularly, and manage warranties, licenses, service agreements, maintenance schedules, and inventory tracking.
- Maintain asset inventories, and corporate credit card in coordination with the finance team

#### Information Technology

- Conduct internal customer support to all staff in accessing and understanding hardware and software resources and provision, including basic IT features, computer setup, troubleshooting issues, and serving as liaison between staff and IT contractor(s).
- Create and manage internal security processes and facilitate staff cybersecurity training.
- Support the finance team with vendor monitoring and payment processing, as needed.

#### Human Resources

- Support the hiring of new positions by posting job announcements, providing front-line customer service to applicants, and on-boarding and off-boarding employees.
- Ensures proper HR record keeping and supports VPO in processing or maintaining files.
- Assist the Vice President of Operations in updating and maintaining the organization's HR policies and handbook.
- Assists the Vice President of Operations with new employee orientation.
- Assist staff in accessing, understanding, and utilizing organization benefits.

### **Knowledge, Skills, Experience and Abilities**

#### Required Experience and Abilities

- Associate's degree with at least eight years of relevant experience, or bachelor's degree with at least five years of relevant experience, in business administration, project management, or a similar field
- Demonstrated ability to identify and drive to closure key issues and outstanding items.
- Ability to proactively support stakeholders at all levels of the organization using project management best practices.
- Ability to independently think and execute with limited direction.
- Ability to use data to analyze issues and solve problems.
- Demonstrated proficiency in Office 365.
- Must be highly detail-oriented and have skills in project planning and execution.
- Ability to not only work well with peers but have a customer service mindset. Skills in delivering results for both team and individual-level assignments are critical.

- Ability to take the initiative to support organization and colleague needs for operational efficiency and effectiveness.
- Knowledge and skill in technology to help with basic troubleshooting and employee support.
- Strong interpersonal skills with the ability to work productively in team environments.
- Ability to maintain confidentiality related to human resources records and in sensitive matters involving the operations of the organization.
- Ability to think analytically in developing a project or addressing a challenge.
- Excellent written and verbal communication skills

#### Desired Experience

- Experience in Asana or other project management software.
- Knowledge of human resources processes and record keeping.
- Book-keeping skills.

#### Work Environment

- Work is performed out of the CFC Denver office with occasional on-site visits to the Pueblo office.
- Work is generally performed within an office environment, with standard office equipment available.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office hours are Monday – Friday, 8:30 am – 5:00 pm.
- Caring for Colorado offers a flexible and hybrid work environment dependent on the organization's needs. Up to two days per week of remote work may be considered and are determined based on the job's purpose and the needs of the organization.
- Out-of-office travel is expected occasionally, with overnight stays and long-distance driving.
- To be considered for employment, the candidate must pass a background check and maintain a driver's license.

#### Salary and Benefits

- Salary is \$80,000- \$102,000 for a full-time equivalent position. Salary will be based on experience.
- Caring for Colorado offers a comprehensive benefits package including 401K, medical and dental benefits, life and disability insurance, a family-friendly work environment, and generous PTO and paid holidays.

## Timeline and Application Process

To learn more about Caring for Colorado visit: [www.caringforcolorado.org](http://www.caringforcolorado.org). Caring for Colorado is an equal opportunity employer with a mission to create equity in health, well-being, and opportunity for children, youth, and families.

To apply, send a cover letter and resume to [mwilson@caringforcolorado.org](mailto:mwilson@caringforcolorado.org) and state Operations and Projects Manager in the subject line. No phone calls, please.

**The position is open until filled with a preferential review of applications submitted by July 22.**

*This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*