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Position: Operations Manager
Classification: Full time, exempt
Salary range: \$55,000-\$75,000
Location: Remote¹

How to Apply

If you are interested in the Operations Manager position with the Ohio Alliance, please send your resume, a cover letter addressed to our Executive Director, and writing sample to info@osbha.com, with subject line: Ohio Alliance – Operations Manager **by May 24, 2024**. Applications will be accepted on a rolling basis and only complete applications will be accepted.

Background

The Ohio School-Based Health Alliance (“Ohio Alliance”) is a professional, nonpartisan, organization based in Columbus, Ohio. The Ohio Alliance serves as the only statewide organization created to advance and support the sustainability and expansion of school-based health care. Our mission is to improve access to comprehensive, integrated health services through school-based health care to advance equity and improve health and education outcomes for students, their families, and communities.

Position Overview

The Ohio Alliance is seeking a full-time, experienced, effective, and detail-oriented professional to serve as Operations Manager for the organization, reporting to and working closely with the Executive Director. The Operations Manager will provide critical support for the Ohio Alliance, assisting the Executive Director with all matters related to the day-to-day operations of the organization, as well as partner outreach and member management. The ideal candidate will be extremely intuitive to the needs of the Executive Director and proactively seek to fill gaps, develop efficient processes, and work within a fast-paced, collaborative environment. The Operations Manager must have a commitment to advancing equity and improving child health and well-being.

Job Responsibilities²

Financial management and administration

- Manages purchasing, invoicing, budget development, and other financial planning and resource development activities

¹ This position is primarily a virtual, work from home setting. However, the Ohio Alliance reserves the right to bring employees into a traditional office setting as required by business needs. Domestic and national travel is required.

² Manages other duties and projects as assigned.



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- Serves as a liaison with contractors and consultants on operational/financial needs
- Collaborates to write, track, and submit grant applications and progress reporting
- Manages meeting and event planning, including securing venues and contractors, development of agendas/run of shows, and oversight of timelines
- Maintains document archives (hard copy and electronic)
- Orders supplies, prepares mailings, and coordinates printing services
- Supports tracking of program activities and outcomes
- Provides scheduling, logistical, and technical support for in-person and virtual meetings

Partner outreach and membership management

- Manages development and maintenance of member and partnership databases and platforms
- Supports the organization's communications to external partners, including emails, newsletters, website and social media content management and development, scheduling, and dissemination
- Develops and cultivates partnerships with individuals and organizations working in school-based health care, including representing the Ohio Alliance at external meetings

General Qualifications

- Commitment to the organization's [vision, mission and guiding principles](#)
- Minimum 4 years of work experience in health care, education, business, public administration, social services, or a related field
- Bachelor's degree in a related area of study
- Ability to manage financial systems, in hard and electronic formats, for budget management, audit, and cash flow purposes
- Knowledge of contracts and grants preparation
- Experience in managing projects with an understanding of planning, details, and timelines
- Strong, well-developed written, oral, and interpersonal communication skills
- Ability to gather data, compile information, and prepare reports
- Proficiency in Microsoft Office Suite software, social media, e-news platforms, survey tools, virtual meeting software, and shared drive platforms
- Communications experience (i.e., website management, content creation, social media management, etc.) highly desired

Other Attributes and Requirements

- Strong work ethic, time management skills, and ability to multi-task
- Outcome-driven, entrepreneurial, and self-motivated
- Ability to work independently as well as collaboratively with a team and external partners



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- Highly organized with very strong attention to detail
- Maintains a high level of energy and a consistent positive attitude, especially in stressful situations
- Commitment to equity, diversity, and inclusion
- Must be able to travel domestically to facilitate and build relationships with school-based health care partners
- Requires routine use of standard office equipment such as computers, monitors, phones, copiers and filing cabinets.
- Requires ability to be stationary and sedentary for extended periods of time.
- May occasionally require standing, bending and light lifting (less than 15 pounds)

Benefits

The Ohio Alliance is an equal opportunity employer committed to diversity, equity, and inclusion. As a fiscally sponsored initiative of [Health Impact Ohio](#), Ohio Alliance employees receive a competitive benefits package including generous paid leave, paid parental leave, medical coverage, life insurance, and a 401K.