

November 11, 2020

## **Job Description for the Manager of Operations**

The Manager of Operations is a full time position responsible for supporting the many operational facets of the organization as well as all event planning and logistics.

The Manager of Operations will support the planning and execution of GIC's virtual and in-person conferences. Typically, GIC holds 15-18 live in-person conferences per year throughout the US and abroad, but has transitioned to weekly virtual programming due to the Coronavirus pandemic. We plan to return to in-person event planning sometime in 2021 and at that point, the Manager of Operations must be able to provide support leading up to and on the day of event for our regional events while simultaneously supporting the virtual programming. Additionally, the Manager of Operations will prepare each component of the international and domestic events for a seamless transition to the Executive Director to administer on the ground in the host city.

Upon hire, the primary function of the Manager of Operations will be to undertake the research and construction of a comprehensive contact database for the organization. Additional responsibilities will include supporting the Manager of Marketing with media relations, as well as administrative tasks related to event planning and accounting.

The Manager of Operations should be comfortable working on a small team and must be able to interact effectively with members of the Executive Committee, Board of Directors, and corporate executives, as well as professionals in government, academia and the nonprofit sector.

This individual works in collaboration with and reports to the Executive Director. Qualifications include a bachelor's degree, refined communication skills and the ability to work both collaboratively and independently. Prior experience in nonprofit project management is preferred. At this time, this position does not involve travel beyond the greater Philadelphia region.

## **Responsibilities**

### **Operational**

- Research and develop a Customer Relationship Management Database for the organization.
- Populate and organize the database with GIC's contacts, CCB Fellows, Members, sponsors, partners, speakers, others.
- Work with Governance Committee on developing and strengthening organization's policies and procedures.
- Organize and prepare material for quarterly Board Meetings.
- Work with Executive Director and Finance Committee on preparing the annual audit.

### **Event Preparation and Management**

- For Virtual Events: Liaise with Manager of Marketing to prepare speakers for participation, assist with troubleshooting webinar technology
- For In-person events: Liaise with various venue event contacts to coordinate conference logistics including room setup, catering, audio visual/technology requirements for programs in the US and abroad
- Write conference briefing documents for speakers
- Manage registration lists and assist with creating event material
- Effectively liaise with speakers, guests and media
- General administrative responsibilities

### **Media Relations**

- Work with Manager of Marketing & Communication to coordinate with the press at GIC events, arrange interviews and coordinate with venue for the media's technical requirements as needed

#### Administrative

- Scheduling calls for event prep
- Creating invoices, assisting with accounts payable/receivable
- Drafting correspondence (donor acknowledgements, proposals, membership documents, other)

#### Qualifications

- Bachelor's degree required
- Excellent written and oral communication skills
- Polished, professional demeanor
- Exceptional interpersonal skills. Must have the ability to interact with staff, volunteers, board members, corporate executives, and professionals in government, academia, media and the nonprofit sector
- Strong attention to detail
- Ability to problem solve, work both collaboratively and independently and with a high degree of pro-activeness
- 2+ years of operations and event management experience, preferably in a nonprofit setting.

#### GIC Benefits

- Competitive medical and dental insurance package for employee-only coverage
- Opportunity to participate in a 403(b) Retirement Plan
- Work from home during the Coronavirus Pandemic
- Well-appointed office building with fitness center and cafeteria in Old City, Philadelphia.
- Note: GIC Staff will return to office hours once it is deemed safe to do so as per GIC's [Pandemic Response Policy](#)

#### [About the GIC](#)

The GIC was established in 1976 and is headquartered inside the Federal Reserve Bank of Philadelphia. GIC provides a neutral forum for the exchange of divergent perspectives through our domestic and international programming. We engage experts to identify emerging economic, social and political issues vital to the interdependent global community; organize country and region-specific meetings, missions, conferences and briefings for educational and networking opportunities; promote global partnerships among governments, business, academic and nonprofit organizations; and share information and research with the public and with policymakers worldwide. We are a 501(c)(3) nonprofit organization.

Cover letter, resume, and salary requirements may be submitted to Jillian Fornito at [jfornito@interdependence.org](mailto:jfornito@interdependence.org) Applications must be received by December 11, 2020.