



Job Title: Operations Manager
Job Type: Full Time; Exempt
Reports to: Chief Financial Officer

Purpose:

Waco Foundation is a charitable organization that provides grants and other charitable services in McLennan County, Texas. The Operations Manager supports Finance, Facilities, and Technology functions by coordinating daily workflows, ensuring timely delivery of reports and projects, and maintaining effective systems and processes. This role ensures operational accuracy and efficiency while providing hands-on support to staff and leadership.

Nature of Work:

Work at the Waco Foundation is highly suited for the individual who has a passion for improving the world and particularly the local community, working very hard, problem solving, personal growth, and working with others. All positions at the Foundation offer opportunities for advancement and growth as a result of sustained, dedicated work of employees.

Essential Duties:

- Coordinate and track departmental projects, ensuring deadlines are met and roadblocks are escalated.
- Maintain organizational systems, processes, and controls according to established policies, recommending improvements when inefficiencies are identified.
- Develop and manage effective communication and planning systems and processes within the departments and other organization staff.
- Provide first-line support for technology issues and coordinate with external IT providers as needed.

Other Responsibilities and Duties:

- Support strategic planning and organizational goal setting, ensuring operational activities align with long-term priorities.
- Collaborate with CFO/COO on organizational risk management and contingency planning.
- Monitor compliance with internal policies and external regulations; support audits, risk management activities, and policy updates.
- Contribute to staff development by supporting onboarding, training, and cross-functional learning.

- Research and recommend operational best practices within the nonprofit and philanthropic sectors.

Qualifications:

- Passion for community work, learning, problem solving and a fast-paced schedule;
- Bachelor's degree in accounting or business management from an accredited university;
- Strong organizational skills; demonstrated ability to keep work processes, files, and resources organized;
- Strong attention to detail and ability to follow established processes;
- Intermediate mastery of project management or task tracking software, current Microsoft Office software, and other 365 applications;
- High level of integrity and discretion;
- Alignment with organizational values like stewardship, humility, and equity;
- Efficiently allocates time and works against deadlines effectively, high ability to multi-task;
- Proactive problem solving; finds solutions and takes the initiative to resolve issues without waiting for direction;
- Strong communications skills, both verbal and written; ability to interact with diverse groups of stakeholders and team members in a timely manner;
- Highest ethical standards, honesty, integrity, professionalism, diplomacy, flexibility, politeness, courteousness and the ability to appropriately protect confidential information;
- Interest in working very hard in a goal-oriented, dynamic, small office as a part of a professional team;
- Demonstrated interest and commitment to the Waco Foundation's mission and strategies; and
- Demonstrated dedication to quality, accuracy, and excellence, with a positive attitude and the ability to thrive in a dynamic, small-team environment.

Work Hours:

Monday through Friday 9:00 a.m. to 5:00 p.m. with an hour lunch. Waco Foundation values the well-being of all employees which includes a healthy work-life balance. Schedule flexibility may be available for some positions at the discretion of the immediate supervisor and executive director.

Pay Rate:

Commensurate with education and experience.

Physical Characteristics:

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal daily for long hours during the day. Occasionally lifting objects weighing up to fifty pounds and reaching for items above or below desk level. Physical ability to frequently sit at a

computer, stand and walk for extended periods of time, perform repetitive movements and work in confined areas. A valid driver's license, access to a working, reliable vehicle for everyday use and the ability to travel are also necessities.

Upon approval, thorough background and reference checks may be conducted. These include but may not be limited to educational and employment verification, criminal background check, credit history, and pre-employment drug screening.

THIS JOB DESCRIPTION PROVIDES A GENERAL DESCRIPTION OF THE DUTIES OF THE POSITION. IT IS NOT EXHAUSTIVE. MANAGEMENT HAS THE SOLE DISCRETION TO MODIFY THESE DUTIES BASED ON ITS REASONABLE BUSINESS JUDGEMENT AND ECONOMIC FACTORS.