

UTAH HEALTH POLICY PROJECT

508 East South Temple, Suite 45; Salt Lake City, Utah 84102 www.healthpolicyproject.org
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JOB DESCRIPTION Operations / Development Coordinator (*part time*)

POSITION SUMMARY

The primary responsibilities of the Operations and Development Coordinator will be managing the financials, personnel benefits, and office operations. Secondary responsibilities will be to assist and coordinate fundraising activities and events to manage the organization's database and membership lists; and to coordinate the agency's vibrant volunteer/internship program.

SUPERVISION

The Executive Director supervises the Operations and Development Coordinator.

RESPONSIBILITIES and ESSENTIAL FUNCTIONS

Operations and Accounting Management

- Personnel/HR
 - Manage in-house payroll (QuickBooks);
 - Maintain agency's personnel policies and fringe benefit package;
 - Process time sheets and maintain records on lobbying activities;
 - Manage and update Employee Manual, in conjunction with Executive Director (E.D.)
- Bookkeeping and Accounting Duties:
 - Prepare and process payables and receivables;
 - Record keeping to facilitate: audit, adherence to accounting procedures and whistle blower policies;
 - Assist E.D. with financial planning, budgeting, and cash flow management;
 - Prepare financials (Balance, P&L, Cash Flow), month-end, quarterly & annual reports
 - Contract Management
 - Timely preparation and submission of billings and reports to funding sources
 - Monitor grant status and maintain records as required by the funder and accounting standards
- Maintain agency's fiscal policies and procedures
- Maintain organization's filings with state and federal agencies
- Manage day-to-day operations including maintaining office facilities, supplies and equipment, offering limited client assistance, greeting incoming visitors
- Maintain office equipment and computer network – ensure regular backup of computer data and provide computer support to staff
- Database: further development, maintenance, and training and oversight of staff and volunteers on the use of database for relationship management
- Recruit, supervise, and coordinate volunteers and interns to work with staff on special projects

Development

- Assist with all fundraising activities such as donor correspondence, funder/prospect/grant research, proposal preparation, mailings, events and general development plan
- Coordinate events and corporate underwriting activities, engaging volunteers, staff, and Board as needed;
- Provide support to the Executive Director as needed: copying, faxing, posting and mailing correspondence, maintaining files
- Provide administrative support to the Board of Directors:

- Prepare materials for distribution to board members
- Ensure accurate minutes of board meetings
- Maintain records of board membership, donations, meeting attendance, by-laws and other related materials
- Notify board of upcoming meetings and track and report attendance to Executive Director
- Other duties, as assigned.

QUALIFICATIONS

- 2-3 years experience in managing a busy, dynamic office (preferably nonprofit)
- B.A or B.S. degree in accounting or business, or equivalent experience
- Familiarity with QuickBooks and nonprofit accounting
- Familiarity with office software, including **Excel**
- Outstanding organizational skills, including the ability to prioritize and manage various complex projects simultaneously;
- Ability to work independently;
- Excellent communications skills,
- Ability to interact effectively with a broad range of people;
- Strong leadership and collaborative skills;
- Experience with grant writing and grassroots fundraising a plus.
- Commitment to social justice in general and universal health care coverage in particular

UHPP is an equal opportunity employer. Persons of color, persons with disability, and military veterans are encouraged to apply.

Send cover letter, resume, and writing sample to judi@healthpolicyproject.org