



JOB TITLE: Operations Manager

New Mexico Alliance for School-Based Health Care Position Description

GENERAL POSITION SUMMARY: The Operations Manager supports the Executive Director in overseeing activities to maximize efficiency and ensure the overall goals and success of the organization. Designs and implements activities and systems associated with the operational and administrative aspects of projects, particularly as they relate to organizational objectives, funder deliverables, and assessed field needs; and provides day-to-day technical assistance as appropriate to the program.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Creates and maintains tracking mechanisms for project and expenditure management.
2. Develops internal systems and practices for project tracking to achieve desired outcomes while maximizing staff efficiency and morale.
3. Supports purchasing, invoicing, and other financial planning and management activities.
4. Collaborates to write and edit grant applications and resulting reporting.
5. Manages partnerships and facilitates relevant meetings and events to further program goals.
6. Supports coordination and oversight of the implementation of program activities, ensuring alignment with strategic plan and funder objectives.
7. Reports to policy makers, partners, and other agencies on activities and resources.
8. Maintains regular contact with SBHCs and sponsoring entities to assess field needs and ensure that resources are designed and disseminated appropriately for SBHC teams.
9. Seeks, analyzes, distills and communicates data regarding SBHC activities for education of partners, funders and other external parties.
10. Responds to provider team queries regarding best practices, utilizing information garnered from the field or based on research from the national School-Based Health Alliance (SBHA) or other state SBHA affiliates.
11. Supports creation of e-newsletters, e-alerts, social media posts, website updates and other tools for field education.
12. Organizes, facilitates and staffs Board and community partnership meetings, including pre- and post- documentation, tele-conference scheduling and technology set-ups.

OTHER FUNCTIONS AND DUTIES:

13. Assists the Executive Director in all matters relating to the day-to-day operations of the NMASBHC including personnel, financial, reporting and policy matters.
14. Participates in the daily operations of programs as assigned by the supervisor.
15. Supports Board activities, including meeting coordination and document archiving.
16. Assists in establishing and implementing short- and long-range goals and objectives.
17. Coordinates with the Executive Director on policy efforts locally, statewide, and nationally.
18. Monitors state, federal, tribal policy pertaining to SBHCs and healthcare.
19. Perform other duties as assigned by the Executive Director.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES, EXPERIENCES, EDUCATION

- Strong interpersonal communication skills, including the ability to work effectively with a wide range of constituents in a diverse community.
- Experience with software that manages tasks and workflows to fuel team collaboration and productivity.
- Strong written and verbal communication skills, including public speaking.
- Skilled in use of electronic tools for document, newsletter and website creation.
- Skilled in the use of computers, preferably in a PC, Windows-based operating environment; must be proficient in MS Office and MS Excel.
- Ability to manage financial systems, in hard and electronic formats, for budget management, audit, and cash flow purposes.
- Ability to gather data, compile information, and prepare reports.
- Ability to provide support to projects with health and education focus.
- Ability to prioritize, and schedule multiple work assignments in a self-directed fashion.
- Ability to foster a cooperative work environment.
- Program/service planning and implementation skills.
- Knowledge of contracts and grants preparation.
- Knowledge of child/adolescent health, school health, school-based health centers and Medicaid policy.
- Experienced and/or comfortable with virtual work environments.
- Experienced with coordination of and provision of technical assistance for virtual meetings through multiple platforms - specifically Zoom.
- Bachelor's degree in business, health or social services related field.

POSITION DETAILS:

FULL TIME: 40 hours /week.

REPORTS TO: Executive Director, or, in his/her absence, the Board President.

COMPENSATION: Dependent on experience; proposed range is \$52,000-62,000. Benefits are limited to QSEHRA for medical benefits, generous PTO, flexible work environment, phone and travel reimbursement, and professional development opportunities.

LOCATION: Hybrid setting negotiable— some office and some work from home, after initial training period; off-site meetings in-state; annual out-of-state conference.

STANDARD HOURS: Typically, between 8:30am and 5:00pm, but flexibility for some evening meetings is required.

SUPERVISES: No employees to supervise at present; supervision of interns may be required.

CLASSIFICATION: Exempt.

SPECIAL CONDITIONS: Would need to use personal vehicle to travel to off-site meetings and would need to show proof of required auto insurance; mileage reimbursement provided.

PHYSICAL REQUIREMENTS: Standing, sitting for long periods of time; lifting of up to 20 lbs.; ability to use computer keyboard and monitor.



APPLICATION INSTRUCTIONS:

OPEN: Until filled; we encourage prompt application (preferably by May 8th) to accommodate the organization's need to fill this important position in a timely manner.

HOW TO APPLY: Email cover letter, resume and contact information for three references to nancy@nmasbhc.org; please include position name in subject line.

PLEASE NOTE: NMASBHC is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.