



# Rancho Santa Fe FOUNDATION

## POSITION ANNOUNCEMENT

## OPERATIONS COORDINATOR

### WHAT WE DO

For over 40 years, Rancho Santa Fe Foundation (RSFF) has provided a high level of service by developing personal relationships with our fundholders and providing exceptional stewardship of the funds invested with us to ensure great community impact. With over \$150 million in assets under management, we are committed to supporting the charitable giving of fundholders and nonprofit organizations. The assets support an ever-broadening array of activities that ensure the effectiveness of the Foundation's mission.

Through our grants and programs, we make strategic investments to address unmet or emerging community needs. RSFF manages 375 funds created by philanthropic-minded individuals and families, along with forward-thinking nonprofit agencies. Since 2000, we have awarded more than \$148 million in grants to nonprofit organizations globally. As we grow and look to the future of San Diego County, we continue to envision and implement ways to build community in our region.

### LEADERSHIP & CULTURE

Rancho Santa Fe Foundation is a highly trusted organization in the community. Our work is guided by an engaged and committed board of community leaders from across the region who share a passion for giving back. Our dynamic team of seven staff members works in close partnership with our funded partner organizations to build stronger communities and bring to life the philanthropic vision of our generous donors. And it is our firm belief that to do this work effectively and authentically, people and culture must come first.

### COMPENSATION & BENEFITS

Salary – \$65,000 - \$72,000

Medical, dental, and vision coverage

401(k) Match

PTO: 12 paid days off (increasing to 24 after 3 years of service), 12 paid holidays, 4 paid hours per month of paid volunteer time

### LOCATION

The office is located at 162 S. Rancho Santa Fe Road, Encinitas, CA 92024. This position will work onsite four days a week. Fridays are remote.

## **POSITION SUMMARY**

The Operations Coordinator is a qualified professional who is responsible for office operations and provides administrative support to RSFF staff under the direction of the Director of Finance and Operations (DFO). The Operations Coordinator is the main contact to TriNet, RSFF's co-employer. Through TriNet, the Operations Coordinator is responsible for HR programs and projects. This position is full-time and has no direct supervisory responsibilities.

## **AREAS OF RESPONSIBILITY**

### **Operations and Finance Support – 25%**

- Provide high-quality, personalized service to office visitors of the RSF Foundation.
- Oversee office operations to ensure administrative tasks are accomplished effectively and efficiently. This includes but is not limited to logging and sorting of mail including online email; ordering supplies; ordering and maintenance of new equipment; maintenance of company calendar, rental room requests, coordination of staff and board events
- Serve as the primary initial point of contact for the Foundation on the phone and in person.
- Provide office support to staff as needed.
- Update, clean up, and maintain C-Suite profiles as well as maintain Admin and Donor portions of SharePoint database.
- Assist the DFO in managing relationships with vendors and property manager.
- Work closely with the Finance team on organizational procedures and organization policies obtaining board approval when required.
- Assist finance staff in assessing monthly administrative fees for all managed Funds and transfer fees from Gift & Grant checking to Admin Checking.
- Submit organization policies and other information required for National Standards certification.

### **Human Resources – 40%**

- Liaison with TriNet for all HR functions of the Rancho Santa Fe Foundation.
- Perform payroll entry approvals (as needed)
- Assist DFO with the reconciliation of compensation and benefits accounts in C-Suite.
- Coordinate annual benefits open enrollment with TriNet and NFP (broker).
- Work with CEO and DFO to establish HR policies and procedures that promote the Foundation's culture and vision and ensure regulatory compliance.
- Works with Trinet and RSFF's employment legal counsel in the development and implementation of the Employee Handbook, IIPP, WVP, and other HR policies
- Maintains record retention for all HR documents according to the Foundation's retention policy.
- Leads investigatory processes with regard to complaints of discrimination, harassment, employee ADA accommodation, and misconduct
- Maintains knowledge of advancements in the field including new laws and regulations.

### **Board Relations Liaison – 25%**

- Act as liaison between CEO and Directors. Provide all necessary materials for Board and Committee meetings, socials, events and gatherings.
- Assist with production of meeting materials, organize staff input and communicate all logistics for board and committee meetings

- Update and maintain all staff, board & donor materials: board roster and board and committee documents, Foundation forms, Onboarding materials, Board Manual, etc.
- Effectively communicate and inform all Directors, Committee Chairs and Committee members regarding meetings, meeting materials, calendar invitations and responsibilities.
- Attend and take minutes for board and committee meetings.
- Maintain board and committee rosters, distribution lists, board manual and distribute periodic updates as needed.
- Coordinate onboarding of new Directors with CEO, providing all materials necessary
- Keep calendar up to date for each meeting, ensuring distribution lists are accurate for each committee.

#### **Miscellaneous Duties – 10%**

- Provide support for all RSF Foundation events and participate in RSF Foundation special events as needed.
- Attend all Executive Committee and Board of Director's meetings
- Assist DFO with insurance policies and other duties as needed.
- Assumes responsibility for special projects as requested by CEO.
- Embraces professional development and education opportunities to ensure job-related skills and knowledge continues to grow.

#### **Knowledge, Skills, Abilities and Attributes**

- Bachelor's degree in business, or related field with two years of experience in an operations role for a nonprofit or similar professional setting.
- Understanding of basic finance and accounting.
- Understanding of basic HR principals
- Two+ years' experience working with executive-level volunteers and Boards a plus.
- Enjoys working with a team but can also function independently and hold themselves accountable.
- Good project and process management experience.
- Strong interpersonal style with exceptional listening, verbal and written communication skills; ability to represent RSFF with professional, business and community organizations.
- Success in handling multiple priorities; ability to handle ambiguity and nuances; well-organized with strong follow-up and follow-through; and ability to leverage limited resources.
- Highly motivated with a strong work ethic; proven record of exceeding goals and objectives.
- Demonstrated proficiency with technology including HRIS systems, Microsoft Office package and experience working with CRM systems.
- Valid California Driver's License and acceptable driving record; must be able to utilize own transportation for fieldwork (with expense reimbursement)
- Demonstrated passion for the nonprofit sector and the mission of the Foundation.

FOR MORE INFORMATION OR TO APPLY, PLEASE go to:

<https://app.trinethire.com/companies/255226-rancho-santa-fe-foundation/jobs/98853-operations-coordinator>