



## JOB DESCRIPTION

<b>Position</b>	Operations Manager
<b>Performance Profile</b>	Full-Time
<b>Reports To</b>	Executive Director
<b>Wage</b>	Salary
<b>How to Apply</b>	Please submit your resume, cover letter, and three professional references. Ensure your cover letter addresses your experience relative to the responsibilities and qualifications listed in this job description. We offer a competitive salary and benefits package, opportunities for professional growth and development, and the chance to be part of a pioneering initiative aimed at revolutionizing healthcare education and workforce development in the region.
<b>Position Summary</b>	Join The Alliance for HealthCare Education as a pivotal force in transforming the landscape of healthcare education and workforce development. We are seeking a passionate and driven Operations Manager to support our Executive Director in leading strategic initiatives and managing daily operations. This role offers a unique opportunity to engage with educational, workforce, and community partners, oversee critical projects, and drive financial and operational excellence. If you are a dynamic problem-solver with a passion for innovation and a commitment to revolutionizing healthcare education and driving workforce development, we want you on our team. Help us shape the future of healthcare education in our region while advancing your career in a supportive and forward-thinking environment.
<b>Job Requirements</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in Business Administration, Education, Healthcare Administration, or a related field.</li> <li>● Minimum of two years of experience in project management, preferably in an educational or healthcare setting.</li> <li>● Strong organizational and leadership skills.</li> <li>● Excellent communication and interpersonal skills.</li> <li>● Proficient in MS Office and project management software.</li> <li>● Ability to work independently and manage multiple priorities.</li> <li>● Experience in financial management and grant reporting.</li> <li>● Passion for revolutionizing healthcare education and a strong belief in the mission of The Alliance.</li> </ul>
<b>Key Responsibilities</b>	<p><b>Project Management:</b></p> <ul style="list-style-type: none"> <li>● Lead and manage projects across multiple facets of the organization, including partner collaboration, event planning, and strategic initiatives.</li> <li>● Ensure projects are completed on time, within budget, and meet quality standards.</li> <li>● Implement and maintain project management tools and methodologies to streamline operations.</li> </ul> <p><b>Stakeholder Engagement:</b></p> <ul style="list-style-type: none"> <li>● Develop and maintain relationships with key stakeholders, including educational partners, funding bodies, and community organizations.</li> <li>● Act as a liaison to promote the Alliance's interests and initiatives.</li> <li>● Represent the organization at meetings, conferences, and events.</li> </ul>

	<p><b>Financial Oversight:</b></p> <ul style="list-style-type: none"> <li>● Assist in budget preparation, monitor expenditures, and help ensure financial targets are met.</li> <li>● Manage reporting requirements for state grants and private funding.</li> <li>● Conduct financial analysis to support strategic decision-making.</li> </ul> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>● Develop and implement communication strategies to enhance brand awareness and stakeholder engagement.</li> <li>● Manage website content and oversee the dissemination of promotional materials.</li> <li>● Create and distribute regular newsletters and updates to stakeholders.</li> </ul> <p><b>Data Analysis and Reporting:</b></p> <ul style="list-style-type: none"> <li>● Monitor and evaluate the effectiveness of programs using predefined KPIs.</li> <li>● Prepare reports for the Executive Director and board members, highlighting progress, challenges, and outcomes.</li> <li>● Utilize data to inform continuous improvement efforts.</li> </ul> <p><b>Operational Support:</b></p> <ul style="list-style-type: none"> <li>● Assist with the administration of the office, including scheduling, staffing, executive Director support, and resource allocation to support efficient operation.</li> <li>● Develop and maintain operational policies and procedures.</li> </ul> <p><b>Mission Alignment:</b></p> <ul style="list-style-type: none"> <li>● Demonstrate a deep commitment to the goals and values of The Alliance.</li> <li>● Inspire others within the organization and the community to support our objectives and initiatives.</li> <li>● Serve as a passionate advocate for revolutionizing healthcare education.</li> </ul> <p><b>Positive and Adaptable Attitude:</b></p> <ul style="list-style-type: none"> <li>● Maintain a positive outlook and approach challenges with a solution-oriented mindset.</li> <li>● Be comfortable working in a fast-paced environment where we are building and improving processes as we go.</li> </ul> <p><b>Innovative and Forward-Thinking:</b></p> <ul style="list-style-type: none"> <li>● Think big and embrace innovative ideas that can propel the organization forward.</li> <li>● Be unafraid to fail forward, learning from setbacks and continuously striving for improvement.</li> </ul> <p><b>Team Collaboration:</b></p> <ul style="list-style-type: none"> <li>● Work collaboratively within a small, close-knit team, contributing to a supportive and innovative work environment.</li> <li>● Mentor and support team members to foster professional growth and development.</li> </ul>
<p><b>Physical Requirements</b></p>	<ul style="list-style-type: none"> <li>● The role requires the ability to sit or stand for extended periods.</li> <li>● Must be able to lift and carry up to 20 pounds.</li> <li>● Occasional travel may be required for meetings or site visits.</li> <li>● Ability to use a computer and other office equipment for extended periods.</li> </ul>
<p><b>Work Environment</b></p>	<ul style="list-style-type: none"> <li>● This position primarily operates in a professional office environment.</li> <li>● Occasional work outside the office, including site visits and attending meetings or events, is expected.</li> <li>● The work environment is fast-paced and requires flexibility and adaptability.</li> </ul>

*The Alliance for HealthCare Education is an Equal Opportunity Employer.*