



Operations and Growth Manager

Classification: Professional, full-time employment

Benefits: Paid vacation, all federal holidays off, medical, dental, and vision insurance, long-term disability, life insurance, flex plan, and employee-contributed/employer match 403b plan

Salary: \$60,000 - \$68,000

Location: Washington, D.C. based organization, remote role

The Role: [Expecting Health](#) is seeking a highly motivated, experienced, and goal-oriented operations professional to evaluate, implement, and scale our operations and administrative processes in our start-up like environment. In this role, you will work with leadership to build out operational, financial, and contractual systems that serve the needs of an evolving organization committed to replacing the fear and confusion families face in the healthcare system with confidence and agency. This includes supporting efforts to transition to a stand-alone 501c3 organization. There will be significant opportunity for professional growth for someone looking to make a lasting contribution to our organization.

The position requires interpersonal and organizational skills, independent judgment, careful attention to details and deadlines, and the ability to work in a team-oriented environment. The successful candidate is an avid doer who is professional, resourceful, and comfortable taking initiative and anticipating the needs of others.

WHAT YOU'LL DO:

Administrative/Organizational

- Build upon and maintain system for grants, proposals, reports, and contracts management
- Help guide transition into independent financial systems under 501c3 status
- Develop and manage relationships with contractors or firms to fulfill organizational needs (i.e., human resources, accounting, and legal needs for the nonprofit)
- Collaborate with leadership on organizational and programmatic budgets
- Maintain organizational calendar and schedule, including retreats and trainings
- Prepare the financial information (quantitative and qualitative) required for reporting
- Transition, organize, and maintain internal files and organizational information management systems (e.g. Google drive, Microsoft Sharepoint, etc.)
- Support Executive communications with internal team
- Support group meetings/calls and event management through: scheduling, drafting and maintaining agendas, preparing and distributing meeting notes and synthesis documents, and coordinating follow-up with individuals and teams



- Coordinate virtual and in-person meeting logistics and any associated travel coordination
- Maintain and update online tools and databases

WHO WE'RE LOOKING FOR:

- A Bachelor's degree in management, business administration, public health or a related field and five years of office administration, program administrative or related experience building teams and scaling programs/ initiatives.
- 4+ years of experience with grants and contracts management, budgeting, accounting, and gathering materials for reporting
- 4+ years of project administration and management experience including maintaining records, creating work plans and procedural standards for organization and streamlining documents
- Proficient in using the following: Google Drive, Gmail, DropBox, Microsoft Office, Docu-Sign, Doodle, Canva, WordPress, MailChimp, etc.
- Familiarity with accounting and payroll systems preferred
- Proactive about driving operations and improving effectiveness and efficiency
- Mature and detail-oriented with the ability to work both independently and with a team
- Creative problem solver with a positive outlook and “can-do” attitude
- Superior interpersonal, written, and verbal communication skills
- Basic knowledge of website content management
- Must possess good judgment and discretion with confidential and sensitive information
- Possess a high level of emotional intelligence to work effectively and empathically with a small team in a start-up environment, and skilled in relationship and consensus-building
- Strong sense of reliability
- Self-starter with proven ability to work independently
- Meticulous attention to detail

Why Expecting Health:

[Expecting Health](#) was created with a simple idea: families deserve and should expect more – more support, more guidance, more opportunities, and better health. This is a one-of-a-kind organization, focused on improving the healthcare system for families with roots in both the maternal and child health space and the ever-expanding genomics sector. This combination positions us to share science-based and policy-informed information that integrates the lived experiences of individuals and their families. We do this through the power of relationships; convening the top experts; working with key leaders in health; and engaging with families and communities at the center of the conversation. We believe that new and expecting families, regardless of makeup, income, or background, should and deserve to expect health. We simply don't think it needs to be this hard.

How to Apply: Please send your cover letter, resume, and a writing sample to careers@expectinghealth.org with '2022 Operations Manager Application' in the subject line.

