

Job Description: Operations Specialist

The North Dakota Dental Foundation and the Optometric Foundation of North Dakota are seeking a highly motivated team member for the position of Operations Specialist.

This opportunity is designed to execute operations brilliantly in two state-wide nonprofits that have bold visions to permanently improve oral and vision health in North Dakota. Both foundations have their offices at the Dakota Medical Foundation in Fargo, ND.

This individual will have the opportunity to learn and grow alongside executive leadership, connect with a wide range of key stakeholders including dentists and optometrists across North Dakota, and contribute to the well-being of humanity on a personal level.

North Dakota Dental Foundation

The North Dakota Dental Foundation is a nonprofit established in 1986 to promote oral health for all. The foundation offers grant opportunities and in-kind services for programs that meet our core purposes. We do this by focusing on making improvements to access to care, education, and workforce. The foundation's focus is on supporting initiatives that create lasting improvement in oral health. We see a future where all oral health needs are met.

Optometric Foundation of North Dakota

The Optometric Foundation of North Dakota is a nonprofit guided by Optometrists from across North Dakota dedicated to improving lives by improving sight. The Foundation has a bold vision to eliminate lazy eye in North Dakota. 80% of everything a child learns is visual. To set up ND children-in-need for future success, the foundation is starting a new state-wide program to provide free comprehensive eye exams for 4-5 year olds, called Vision Start.

Primary Job Function

Under the supervision of the Executive Director, the Operations Specialist will be responsible for the following deliverables:

- Ensure all loops are closed, details are addressed, and ideas are turned into plans and executed well
- Manage communication flows both verbally and in writing with a diverse group of stakeholders including, but not limited to donors, dentists, optometrists, high-level leaders, board members, partners, the general public, and program beneficiaries
- Manage company calendars
- Coordinate meetings with tasks such as scheduling, agendas, packets, meeting logistics, technology, minutes, attend board meetings such as presenting information and taking minutes, and make suggestions for improvement.
- Perform basic bookkeeping functions (QuickBooks Online)
- Manage billing and invoicing process
- Manage the Customer Relationship Management system (DonorDock)
- Co-plan and implement marketing strategies
- Manage websites and social media
- Plan and organize ad hoc projects as needed (i.e. volunteering events, fundraising events, grant projects, etc...)

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Skills

- Required:
 - Exceptional attention to detail
 - Exceedingly organized
 - Master of tactical execution
 - Mission-driven
 - True grit
 - Self-starter
 - Can-do attitude
 - Advanced decision-making capabilities
 - Communicate effectively and work collaboratively with others
 - Humble, hungry, and smart
 - Technically proficient in Microsoft Office Suite
- Preferred:
 - CRM / Donor-tracking software (DonorDock)
 - WordPress
 - Facebook Publishing Tools / Ad Center
 - QuickBooks Online

Education Qualifications

- Required (Must meet one of the following two options):
 - Four-year bachelor's degree, or
 - Two-year associate degree + at least three years of work experience
- Preferred
 - Master's Degree

Work Hours

- Full Time, Weekdays, 8:00 AM – 5:00 PM, flex time and paid-time-off

To apply, please email Mike Little at mlittle@dakmed.org by 5:00 PM on August 27, 2020.