



**GATEWAY ARCH PARK
FOUNDATION**

Operations Manager

JOIN A MONUMENTAL MISSION!

WHO WE ARE: Gateway Arch Park Foundation is a non-profit conservancy dedicated to ensuring Gateway Arch National Park and its surroundings are a welcoming for all, vibrant, and well supported public space for generations to come. The Foundation partnered with the National Park Service, Great Rivers Greenway, Bi-State Development, City of St. Louis, and other civic interest groups to revitalize the Gateway Arch grounds, museum and surrounding areas. As the official philanthropic partner of Gateway Arch National Park, we fundraise to conserve, maintain, program and support education opportunities at the Park. Learn more about us and our exciting vision at www.archpark.org.

OUR OPPORTUNITY: This is a unique opportunity to join a small, passionate, collaborative team of professionals committed to the future of one of the world's most iconic national parks and our region. By joining the Foundation, you will play an integral role in moving forward our mission as the conservancy for the Gateway Arch National Park. We are seeking a detail-oriented, organized, creative, and passionate administrative professional to assist in supporting core operational functions on our Team. Under the direction of the Director of Foundation Operations, the Operations Manager will help implement and support a strong organizational infrastructure and foundation for GAPF's success.

This is a full-time, non-exempt position in a flexible working environment with a salary range of \$50,000 - \$55,000. Benefits include health, parking stipend, 401K, long & short-term disability coverage. This position reports to the Director of Foundation Operations as part of the Operations Team. The scope of this position includes:

ESSENTIAL RESPONSIBILITIES:

- Accounting and Finance
 - Provide daily fiscal support by reviewing, approving and filing invoices
 - Work with Foundation's independent auditors throughout the year and annually on annual audit and Form 990; providing records, reports and data requirements
 - Work with contracted CFO and accountant on daily fiscal responsibilities and reporting
 - Track deadlines and file required reports to state, federal government and consultants/vendors
 - Assist in grant management, inclusive of producing and providing required data and maintaining records in applications and disbursement requests
 - Possess knowledge and maintain compliance with finance, legal and other reporting requirements
 - Manage daily operations of invoices and invoicing
 - Work within several financial, secure databases to pull and review reports
- Human Resources
 - Maintain the highest standards of professional confidentiality and ethics

- Continuously improve and learn to view all aspects of Foundation operations with a DEIA focused lens
- Assist in annual evaluations of benefits packages
- Work within the payroll database to manage digital onboarding and offboarding
- Maintain knowledge of human resource practices and policies and assist in revising these practices accordingly
- Organize and maintain, according to HR laws, all HR records and files
- Relationships/Communications
 - Collaborate with GAPF staff and directors to ensure they are being supported by operations to allow for their success
 - Build positive and collaborative relationships with our Alliance Partners and third-party consultants inclusive of our financial institutions, vendors, auditors, benefits representatives, and others
- Operations
 - Provide occasional support of office manager duties when required
 - Produce correspondence, forms and reports as directed
 - Support teammates in museum tours and meetings when needed on an occasional

QUALIFICATIONS:

- Bachelor's degree in related field and at least three years of experience providing administrative support in an office environment, nonprofit experience preferred
- Experience inclusive of providing support in fiscal operations, human resources and working with third party consultants and vendors
- Proven track record of discretion and good judgement while working with highly confidential and sensitive information
- Exhibits professionalism in all situations
- Detail-oriented with strong organizational and time-management skills; goal-oriented and self-motivated
- An ability to work both independently and in a team environment while effectively meeting deadlines
- Experience performing multiple tasks with competing priorities and high level of accuracy in a fast-paced professional environment
- Must be proficient in Microsoft Office applications, knowledge of QuickBooks and Adobe Creative Suite preferred

PHYSICAL REQUIREMENTS: The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description; where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided.

- Ability to utilize computer keyboard (typing) and sit for extended periods of the work day within an office environment
- While performing the duties of this job the employee is at times exposed to outside weather conditions while moving between various park buildings and on park trails
- Employees, at times, staff public and private events at booths and tables outdoors and indoors
- The general noise level in the office environment is moderate to quiet with some exceptions
- Ability to operate personally owned vehicle
- Ability to lift and carry up to 20 lbs. when transporting supplies

ADDITIONAL:

- Passion for St. Louis, National Parks, and the positive impact the Foundation has on Gateway Arch National Park, the City of St. Louis, and the region
- Ability to thrive in and enjoy a fast-moving entrepreneurial environment
- Willingness to work on other duties as assigned, supporting teammates on a small collaborative team
- This position requires working limited 1 nights, weekends and holidays as necessary
- All employees of Gateway Arch Park Foundation are subject to mandatory background checks upon hiring

Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, genetic information, veteran or military status, pregnancy, marital or familial status, sexual orientation, gender identity or expression, or any other class, trait, or status protected by law.

Gateway Arch Park Foundation is committed to providing access and reasonable accommodations in its application process for individuals with disabilities and encourages applicants with disabilities to request any needed accommodation(s) using the contact information below.

Diversity, Equity and Inclusion Statement: The Arch belongs to everyone. Gateway Arch Park Foundation seeks to create inclusive environments for people to be themselves by identifying, accepting, embracing, and celebrating our differences. We are authentic in our work in Gateway Arch National Park and Downtown St. Louis by creating places, programming, and experiences that reflect the community. We are committed to ensuring all feel welcome at the Arch.

Next Steps: If you are qualified and interested, take the next step, and submit your resume, cover letter and relevant writing sample (solicitation letter, proposal, etc.) for consideration careers@archpark.org. All resume submissions will be treated as confidential.