

The Opportunity

At John Rex Endowment, we strengthen organizations that center racial equity and justice to improve the social emotional health of Wake County children. We are embarking upon a bold, 20-year vision to co-create a resilient, equity-centered ecosystem that is better equipped to improve the social emotional health of children. To help us reach this vision, we are seeking an Operations Facilitator to become a critical part of our small but mighty team. This individual will work closely with the Endowment staff, board, and partners to ensure the office, meetings, and projects run efficiently and effectively.

Responsibilities of the Role

Reporting to the Chief Financial and Operations Officer, the Operations Facilitator's responsibilities include:

- **Office Management:** Ensure the office building and grounds, common spaces, conference areas, and storage spaces are clean, well-organized, and professional in appearance. Stock office and kitchen supplies and proactively ensure equipment is serviced and functioning properly. Engage with vendors as needed for services to support the office environment, serving as their main point of contact. Maintain ownership of the accounts payable process, including managing, entering, and paying bills.
- **Board and Staff Support:** Utilize talents to provide administrative support to the board, staff, and partners. Proofread copy and review presentations. Respond to requests for information. Ensure branding is reflected consistently and appropriately. Track and report on key information as requested. Undertake special administrative and operations projects that enhance the team's capacity and the organization's commitment to its mission.
- **Meeting and Event Coordination:** Organize board, partner, and team meetings. Manage logistical aspects including coordinating schedules, maintaining the office calendar, assembling and distributing materials, ordering food, and taking and/or transcribing meeting minutes. Provide on-site support for audio-visual, materials delivery and set-up, and catering set-up.
- **Data and File Management:** Collect and organize general administrative, grantee, and board files, both physically and in SharePoint. Maintain grantee database and keep vendor, staff, board, and partner information current. Enter data, run reports, generate letters, and respond to requests for information.



The Ideal Candidate Profile

The Operations Facilitator will bring myriad attributes, skills, and qualifications as outlined below:

- Minimum of three years of experience and demonstrated success in an administrative or executive support role in the nonprofit sector.
- Strong interpersonal, organizational, and communication skills, including attention to detail and maintaining confidentiality of sensitive organizational matters.
- Proficient with Microsoft Office suite (particularly Outlook calendar management), SharePoint, Zoom, and other systems and online tools.
- Demonstrated ability to prioritize workflow, exercise independent judgment, and follow through with minimal supervision and direction.
- Engaged, flexible and motivated attitude, with a friendly, service-oriented approach when interacting with both internal and external parties.
- Ability to work collaboratively and independently on assigned responsibilities.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- An unwavering commitment to racial justice and equity, especially in the face of systemic and political pressure
- A learning mindset with a commitment to continual growth

About the John Rex Endowment

In April 2000, the University of North Carolina Health Care System acquired Rex Healthcare, the system in Wake County that included Rex Hospital. Funds from that transaction were designated to advance the health and well-being of the residents of the area to further the original vision of John Rex. As a result, the John Rex Endowment was established as a private, grantmaking foundation.

After more than 24 years of advancing positive change for children, ongoing strategic racial equity work, and a deeper understanding of ways in which systemic racism impacts all children and families, the John Rex Endowment's refreshed mission statement brings clarity to its identity, work, and aspirations:

The John Rex Endowment's mission is to strengthen organizations that center racial equity and justice to improve the social emotional health of children living in Wake County.

It is through this lens that the Endowment approaches its efforts to improve the well-being of children in Wake County.

The board and staff of the Endowment acknowledge the history of John Rex, who our organization is named after. John Rex's wealth was built from the people he enslaved. Understanding this history, it's our promise to help remove barriers so that all children and their families live to their full potential. We are intentional about supporting the social emotional

health of Black, Indigenous, Latinx, and other People of Color (BILPOC) children and families and organizations that work to do the same.

The Endowment's commitment to the community extends beyond traditional grantmaking into strategic investing, leveraging the organization's relationships to shape policy and disrupt inequitable systems. Governed by a 14-person Board of Directors and managed by a staff of 6 employees that oversee an annual charitable contributions budget of \$4 million and financial assets of \$80 million, the Endowment recognizes that change starts from within. As such, we are committed to maintaining an internal culture and external partnerships in which racial equity is centered in norms, policies, and practices.

Want to know more? Visit <https://www.johnrexendowment.org/>.

How To Apply

To apply, click on the link to the Operations Facilitator – John Rex Endowment position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs). You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email. Due to integration issues, applications submitted through third-party sites such as Indeed and LinkedIn may not be received.

Salary is commensurate with the requirements of the position and ranges between \$60K-\$65K. The Endowment also offers a competitive benefits package that includes medical, dental, life, short and long-term disability insurance; pension and 403(b) retirement plans; accrued vacation and sick time; 11 paid holidays; and a charitable matching program.

The John Rex Endowment actively seeks a diverse pool of candidates. The Endowment is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

About Armstrong McGuire

Armstrong McGuire is a leading executive search, fundraising and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors works with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning. [Armstrong McGuire](https://www.armstrongmcguire.com)