

## **Operations and Development Associate, Inclusive Economic Development**

[New Growth Innovation Network \(NGIN\)](#) is a non-profit advancing inclusive economies in US cities and regions. In a country where policies and norms have long hindered equal economic participation, NGIN identifies economic growth and ensures that historically economically excluded communities lead, shape and benefit from that growth. NGIN's mission is to ensure that economic opportunity is not limited by income, race, gender or geography. By shifting the field of inclusive growth from theory to practice, we work to build shared wealth across all of America's communities and regions.

The Operations and Development Associate, reporting to the Operations Director, will play a dual role of leadership and support for the oversight of multiple projects. Your responsibilities encompass managing workplans, timelines, and deliverables, as well as actively identifying and mitigating programmatic risks. You will also play a pivotal role in facilitating communication with stakeholders, subawardees and donors to ensure seamless alignment with project timelines and deliverables. This position holds a vital function in providing essential support for NGIN's operational and organizational administration requirements. We are actively seeking a detail-oriented individual who possesses robust project management and organizational skills, demonstrating a firm commitment to advancing inclusive economic growth. It's important to emphasize that this role operates in a supportive capacity, contributing significantly to the overall success of our initiatives while steadfastly adhering to Federal Award guidelines.

This fully remote position combines responsibilities related to operations, administration, grant research, application management, and supporting financial oversight. Commitment and interest in inclusive economic growth is required to be successful in the position.

The following are envisioned as the main responsibilities:

### **Administrative:**

- Assist in the development and maintenance of specific work plans for key programmatic activities and priority deliverables.
- Assist in coordinating project team meetings with project stakeholders, including donors, subawardees and vendors.

- Provide support in the generation of program reports for donors, summarizing progress and performance.
- Provide administrative support to Operations Director on HR systems, especially state level reporting and monitoring of 3<sup>rd</sup> party reporting providers
- Provide administrative support to Operations Director on reviewing and maintaining company insurance policies

#### **Grant Research and Application:**

- Conduct research to identify potential grant opportunities aligned with the organization's mission and funding needs.
- Assist in the preparation of compelling grant proposals, including narratives, budgets, and supporting documents, tailored to meet the specific requirements and priorities of prospective funders.

#### **Operations:**

- Manage efficient tracking systems to monitor and ensure short and long term team progress toward project work plans.
- Coordinate and facilitate the procurement processes when contractors are engaged, ensuring the project team's compliance with applicable funding guidelines, including Federal regulations.

#### **Support in Financial Record Keeping:**

- Support in ensuring accurate document retention of payment transactions.
- Assist in reviewing transactions for payment.

#### **About the Candidate / Qualifications:**

You have a firm commitment to inclusion and economic justice. You have the ability to think both critically and creatively. You are methodical, organized and can balance multiple projects concurrently. You enjoy building new skills and are comfortable as member of a team in a low-structure environment. You are able to balance short- and long-term priorities, helping ensure operations on a daily basis run smoothly as well as anticipating future needs.

- 3+ years of relevant professional experience
- Comfortable working in a fully virtual environment in a team structure, taking initiative and ownership of projects, and managing complex timelines
- Ability to work across multiple projects, balancing timelines, and different communication styles
- Understanding of or willing to learn about Federal Award guidelines
- Strong written and oral communication skills

- Extremely detailed oriented
- Ability to travel 2-4 weeks per year

**Benefits & Compensation:**

The salary for this role is commensurate with experience, up to \$70,000. Benefits for this position include health care, annual bonus, depending on performance, matched contributions to an employer 401k plan and generous PTO. This role is based in the US and is remote.

**To Apply:**

NGIN is committed to equal opportunity and building a diverse team. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/ preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

Email your cover letter and résumé to [innovate@newgrowth.org](mailto:innovate@newgrowth.org).