

## Operations Coordinator

<b>Reports To:</b>	Chief Operating Officer	<b>Manages:</b>	N/A
<b>Remote / In-Person:</b>	Hybrid/Flexible: In-office 3 days	<b>Location:</b>	2118 E. Madison St, Baltimore, MD 21205
<b>Exempt / Non-Exempt / Contract / Temporary:</b>	Exempt	<b>Full Time / Part Time:</b>	Full Time
<b>Compensation:</b>	\$50,000		
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• PTO - 15 days/yr prorated</li> <li>• 13 paid holidays</li> <li>• Employer funded health insurance</li> <li>• Retirement plan + 3% match</li> <li>• Employer funded STD, LTD, AD&amp;D and life insurance</li> <li>• Employer funded employee assistance program</li> <li>• Monthly reimbursements for cell phone (\$50) and wellness (\$20)</li> </ul>		

**About Us:** Ulman Foundation is a non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer. We offer support to adolescent and young adult patients, survivors and their loved ones through our patient navigation programs, our traditional and non-traditional support groups, and through Ulman House ("the House"), our no-cost home away from home for those traveling to Baltimore for treatment.

At Ulman, we believe the community of support that we create for our patients begins with creating a community of support amongst our team. We strive to maintain an environment where we can all bring our best, most authentic, and whole selves to work, where we feel seen, heard, respected and valued, and where we have the tools, resources and support we need to be successful in our work and in our lives. Cancer affects us all. The Ulman Foundation supports and recognizes each individual as a whole. No matter where you're from, what you believe, who you love, or how you identify, you are welcomed, respected and supported within the Ulman Community.

**About the Operations Coordinator role:** The Operations Coordinator supports the efficient and effective functioning of the Ulman Foundation's administrative, human resources, financial, and operational activities. Reporting to the COO, this role provides critical day-to-day support across finance, HR, technology, and administration, ensuring the internal operations of the organization run smoothly and effectively. The Operations Coordinator is highly organized, detail-oriented, and able to juggle multiple responsibilities while contributing to a positive, mission-driven workplace.

Specific responsibilities of this role include:

### Finance and Accounting

- Support financial operations including accounts payable, receivable, expense management, and bookkeeping.
- Track and monitor budgets, prepare financial reports, and coordinate audit preparation.
- Serve as liaison to external accountants, auditors, and vendors to ensure timely and accurate financial reporting.
- Oversee donation processing, check disbursements, and bank reconciliations.

**Human Resources (HR)**

- Support recruitment activities, including posting jobs, scheduling interviews, and communicating with candidates.
- Prepare HR documents such as offer letters, onboarding materials, and maintain employee records.
- Assist with benefits administration and ensure compliance with HR policies and employment regulations.
- Help coordinate employee engagement activities, staff meetings, and training sessions.

**Technology Management**

- Ensure all staff have the necessary technology resources, including hardware, software, and access to systems.
- Serve as a liaison with technology vendors to coordinate support and troubleshoot issues.
- Maintain an inventory of technology assets and manage renewals, upgrades, and licenses.

**Organizational Administration**

- Answer and triage incoming calls, ensuring timely and professional responses to inquiries.
- Provide administrative support to C-level executives, including scheduling meetings and preparing agendas.
- Assist with organizational communications, such as internal updates and meetings..
- Maintain and organize operational documents, ensuring they are easily accessible and up to date.
- Coordinate logistics for team and board meetings, including scheduling, preparing materials, and taking minutes.
- Assist with the planning and execution of internal and external events as needed.
- Assist with data tracking and reporting needs for programs, fundraising, and grants.
- Help maintain and update databases, case management, and donor management systems in collaboration with colleagues.

Other activities as assigned.

**About you:** You are an organized and resourceful professional who thrives in a fast-paced, mission-driven environment. You bring a strong attention to detail and the ability to juggle multiple responsibilities while maintaining a proactive and solutions-focused mindset. You are tech-savvy, with the ability to manage systems and coordinate with vendors, and you are comfortable handling sensitive financial and HR information with discretion and professionalism.

You excel at both independent work and collaboration, communicating effectively with team members across all levels of the organization. With a commitment to operational excellence, you take pride in ensuring the behind-the-scenes functions of an organization run smoothly and efficiently.

**To Apply:** If you would like to apply for this role, please submit a cover letter and resume to [careers@ulmanfoundation.org](mailto:careers@ulmanfoundation.org) with "Operations Coordinator" as the subject line.