



We invite you to apply to join the Children's Services Fund as the **Operations Manager/Executive Assistant**.

About the Organization

The Children's Services Fund of Jackson County (CSF) invests in programs that promote the mental health and social-emotional well-being of children, youth, and families. Since receiving voter approval in 2016, the CSF has awarded over \$215 million in support of programs and services at more than 100 Jackson County-serving organizations through a ¼-cent sales tax. Utilizing strategic funding, partnerships, and learning, CSF works to strengthen community-based organizations and improve outcomes across Jackson County.

Why Work at CSF

At CSF, your work directly supports the mental health and well-being of children, youth, and families. CSF is a mission-driven, learning-oriented organization that values transparency, collaboration, continuous learning, equity, and opportunity. Team members are trusted as professionals, encouraged to grow, and supported through a collaborative culture and a shared commitment to meaningful impact.

Position Summary

The Operations Manager/Executive Assistant supports the Children's Services Fund's mission to enhance the mental health and well-being of children, youth, and families by managing daily operations of the CSF and providing support to the CSF team, with a special focus on supporting the work of the Chief Executive Officer and the Board of Directors.

Working under the leadership of the Chief Executive Officer, the Operations Manager/Executive Assistant supports the work of the CSF in all ways.

Key Responsibilities

Executive Support

- Provide support to the Chief Executive Officer, including but not limited to administrative support on various projects, assisting with scheduling and planning for meetings, and other support as requested.

Board Support

- Provide support to the Board of Directors, including the arrangement of meetings, scribing at specified meetings, distribution of materials, and other support as requested.

Operations/Office Management

- Oversee the daily operations of the office, including but not limited to directing phone calls and mail, tracking inventory of office supplies and meeting materials, and scheduling meeting rooms and ensuring rooms are ready for use.

Team Support

- Provide general administrative support to CSF staff as needed.

Communications

- In conjunction with the Leadership Team, support organizational communications efforts by uploading content to the website, social media, and monthly newsletter.

Procurement and Vendor Management

- Identify potential vendors and manage vendor relationships. Oversee all aspects of the procurement life cycle to support operational efficiencies for the organization, including RFP/RFQ development, evaluation of vendor responses, and contract award, in consultation with the CEO.

Inclusive Practice & Equity

- Demonstrate awareness of personal and institutional biases, privileges, and cultural preferences.
- Employ inclusive behaviors and communication strategies that foster equitable relationships within and across stakeholder groups.

Collaboration & Communication

- Collaborate with colleagues to integrate multiple perspectives into organizational decisions.
- Communicate clearly, effectively, and empathetically across audiences and contexts.
- Provide constructive feedback to colleagues and funded partners in a manner that builds trust and mutual understanding.
- Support internal coordination across departments to strengthen cross-organizational alignment.

Ethics & Accountability

- Uphold the Fund's ethical standards through transparency, fairness, and professional integrity.
- Maintain timely, professional, and respectful communication with all stakeholders.
- Exhibit self-awareness of how personal values and assumptions influence decision-making.

Qualifications

- **Education:** Bachelor's degree in human services, business, or a related field strongly preferred.

- **Experience:** Minimum of two years of relevant professional experience. Prior experience in supporting organizational operations, communications, and/or working with a board of directors would be viewed positively.
 - **Skills:** Exceptional analytical, writing, presentation, and interpersonal communication skills, with demonstrated ability to exercise sound judgment and uphold the highest ethical standards. Proven ability to manage projects and balance multiple priorities. Competency with Microsoft Office Suite. Prior experience in supporting organizational communications preferred but not required.
 - **Attributes:** Highly organized, decisive, self-disciplined, and adaptable, with attention to detail and the capacity to multi-task and meet deadlines with accuracy and attention to detail.
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Working Conditions:

- This position requires an in-office presence daily.
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Compensation:

The anticipated hiring salary range for this position is \$75,000 to \$78,000, with the offer determined by the candidate's experience level and credentials. The Children's Services Fund of Jackson County offers employees a comprehensive benefits package, including medical, dental, and vision insurance, life insurance, short-term & long-term disability insurance, a retirement plan, and paid time off.

The Children's Services Fund of Jackson County is an Equal Opportunity Employer. CSF is committed to creating a diverse, equitable, and inclusive workplace and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other legally protected characteristic.

How to Apply

For full consideration, submit a cover letter and resume to hr@jacokids.org no later than Friday, August 14, 2026. Include "Operations Manager" in the subject line.