

Join a Team of Passionate Changemakers!

Send your resume and cover letter to talent@wrfoundation.org

Operations Associate

Are you a detail-oriented professional who thrives on building systems, streamlining workflows, and keeping an organization running at peak performance? The Operations Associate reports to the Grants Manager and works hand-in-hand with Finance, IT, and Program teams to oversee front-desk services, facilities and vendor partnerships, core administrative platforms, and process automations—ensuring WRF’s equity-driven grantmaking and strategic initiatives run efficiently.

What you’ll do:

- **Lead** setup and support for office systems—telecom, visitor services, and guest workstations—to guarantee open lines of communication.
- **Coordinate** facilities maintenance and vendor relationships (snacks, recycling, printers) so shared spaces remain fully stocked and functional.
- **Support** select program and meeting logistics.
- **Maintain** dashboards and automation solutions that keep leadership informed and operations proactive.

What we’ll expect from you:

- **A proactive problem-solver** who spots inefficiencies, implements fixes, and follows through on both recurring duties.
- **A clear, timely communicator** who keeps colleagues and external partners informed, and asks for help when needed.
- **A collaborative bridge-builder** who partners across grants, finance, IT, and program teams to deliver seamless operations and shared success.
- **A growth- and excellence-oriented** leader driven to continually improve processes, master new skills, and uphold the highest standards of integrity and quality.

Qualifications/Requirements:

- 1–3 years of administrative, operations, or facilities coordination experience (nonprofit sector a plus).
- Excellent organizational skills and attention to detail.
- Comfortable learning and administering cloud-based tools (Google Workspace, Zoom, basic CRM/reporting platforms).
- Strong interpersonal skills and professional phone/email etiquette.
- Passion for equity, collaboration, and systems thinking.

The Perks

The hiring salary range for this role is \$48,000-\$53,000.

We understand the importance of supporting the whole person, not just the employee, so we also provide our team members generous 12 days per year sick leave, vacation time starting at 3 weeks per year, and a 4-week sabbatical benefit after 5 years of service.

We offer health insurance subsidized by WRF, fully for employees, and half for dependents. We also cover the entire cost of dental and vision insurance for you and your family. We offer retirement (with a 5% employer contribution and up to a 6% match to the employee contribution from WRF), flexible spending, and disability plans.

*Please note that WRF works with an HR firm and staff at the foundation will not know the status of your application until well into our process. We strive to keep you informed but cannot respond to questions on the applications received or status. **Send your resume and cover letter to talent@wrfoundation.org***