

## **Position Description**

**NVF Project Name:** Postsecondary National Policy Institute (PNPI)

**Position:** Operations Associate

**Location:** Washington D.C.

**Status:** Exempt; 75-100%

**Reports to:** President & Chief of Staff

### **Position Summary**

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PNPI's operations associate will support the overall functioning and operations of PNPI by supporting all event logistics, transactional finances, and contracts; as well as working with outside vendors, managing general office processes and procedures, and helping to manage PNPI's alumni database.

The position includes health benefits. The salary range for this position is \$55,000-\$70,000.

### **Essential Responsibilities and Tasks**

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- Tracking invoices, reimbursements, in-kind donations.
- Monitoring and closing out event budgets.
- Help to manage all event logistics including venue details, participant accommodations, and website/registration site presence.
- Support office functioning by managing team google calendar, maintaining PNPI's Dropbox, tracking event and scholarship applicants, and overseeing badging mechanics.
- Update PNPI's alumni database regularly.
- Help support PNPI Board of Directors as needed.

### **Required Education, Experience, Knowledge, Skills and Ability**

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- Exceptionally organized and task oriented.
- Familiarity with Microsoft Office, Dropbox, and Google applications.
- Strong writing and editing skills.
- Ability to prioritize tasks and multitask.
- Bachelor's degree or higher.

### **Valued and Non-Essential Education, Experience, Knowledge, Skills and Ability**

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- Interest in higher education issues and higher education policy.

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### Attributes

- Strong communicator.
- Detail-oriented.
- Strong people skills.
- Willingness to “pitch in” to get things done.
- Ability to work on tight deadlines and keep cool under pressure.
- Discrete.

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### How to Apply

Resume and cover letter summarizing your interests and qualifications to: [pnpi@pnpi.org](mailto:pnpi@pnpi.org). No phone calls, please. Please state “Operations Associate: PNPI” in the e-mail subject line.

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### PNPI Careers

PNPI provides professional development to current and prospective policymakers who work on federal higher education issues. PNPI is an independent 501(c)(3) charity that is a 509(a)(3) supporting organization of the New Venture Fund. PNPI’s work supports NVF’s mission to achieve a healthier, more equitable world through a range of innovative projects spanning diverse issues, including global health, conservation, public policy, disaster recovery, education, and the arts.

The New Venture Fund is recruiting individuals to work for NVF and further its mission by serving as dedicated staff of PNPI. The New Venture Fund and PNPI are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

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### COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).