



INSTITUTE *for* CHILD SUCCESS

POSITION ANNOUNCEMENT – Operations Associate

About The Institute for Child Success (ICS):

Launched in 2010, the Institute for Child Success (ICS) is an independent, nonpartisan, nonprofit research and applied policy organization dedicated to the success of all young children.

ICS pursues its mission in four primary ways:

- Proposing smart public policies, grounded in research.
- Advising governments, nonprofits, foundations, and other stakeholders on strategies to improve outcomes.
- Sharing knowledge, convening stakeholders, embracing solutions, and accelerating impact.
- Encouraging and cultivating catalytic, innovative leadership in early childhood.

Position Summary

The Operations Associate will play a vital role in the execution of core nonprofit business processes. Under the supervision of the Finance and Operations Manager, the Operations Associate will work across the entire team to provide archival, financial, technological, and/or project management support. The position is dynamic in nature and mirrors the needs of the organization as its strategic interests evolve. The ideal candidate is curious, flexible, extremely organized, independent, and a fast learner.

Areas of Responsibility

Grant/Contract Management – archiving of grant documents, dates, finances, and other information

Financial Processes – billing, paying of invoices, credit card reconciliation, some QuickBooks experience a plus (but not necessary)

Vendor Relationships – management of organizational subscriptions (Zoom, for example), event spaces, consultants/contractors, etc.



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Event Management – when necessary and if geographically possible, assisting with logistics of executing events.

Organizational Culture:

Our team

ICS's strength is our talented and dedicated team. We are especially purposeful about team dynamics because our small staff lives and works across several US cities. We respect each other, look out for one another, and have fun working together. Looking to join a small, inclusive, and dedicated group of people working to improve the world for our children? Then we want to meet you.

Nimbleness

We spend our days hunting for solutions to complicated systems-level challenges, always with an eye towards improving outcomes for young children. This type of work can be difficult to forecast, and we have to be ready to seize unexpected opportunities and respond to unexpected challenges regularly. As a result, we regularly exercise being nimble and responsive.

Autonomy

Our mission keeps us focused on outcomes for young children, and likewise we focus on outcomes for the team. We expect teammates to exercise good judgement at all times, and we don't particularly want to tell each other when, how, or where to work. We also require a healthy dose of initiative. As Steve Jobs once said: "it doesn't make sense to hire smart people and tell them what to do; we hire smart people so they can tell us what to do."

Opportunities to develop mastery

We seldom know precisely what expertise will be required by a project, or what skills can solve a particular problem, so we look for new teammates who enjoy mastering new skills and subject areas. We also welcome cross-training with other staff, to increase the flexibility and capacity of the team overall. Want to learn something new (or several new things) every day? ICS is a good place for that.

Qualifications:

All teammates at ICS must demonstrate the following:

- Ability to thrive as part of a dynamic, cloud-based, entrepreneurial team;
- Willingness to work remotely and commitment to successfully partnering with teammates who work remotely;
- Initiative, creativity, and flexibility in the accomplishment of goals; and
- Commitment to improving the wellbeing of young children.

The successful Operations Associate candidate will also demonstrate the following skills:

- Ability to learn quickly

- Highly adaptable
- Extremely organized
- A Bachelor's degree or equivalent is preferred though not required. Our application process will focus on the skills demonstrated from the applicant's complete education and work history as well as stated interest, and not just course of study.

Beyond the above required skills, we are always on the lookout for teammates who can demonstrate the following:

- Qualitative and/or quantitative research skills;
- Expertise or experience with an early childhood domain (health, education, or welfare);
- Familiarity with child welfare systems specifically (responding to child abuse or neglect);
- Proficiency in a non-English language (though English mastery is required); and
- Political and/or policy experience.

Location: Telework, US locations flexible.

Schedule: Full-time, flexible schedule. ICS is a dynamic organization, with workplans and teammates that are fairly flexible. We are most concerned with finding the right skillset, level of engagement, and diversity of perspective.

Travel: 0-10%, depending on location.

Process and Timeline: Interested in joining the team? Applicants can send a resume and cover letter to John Young Shik Concklin, jconcklin@instituteforchildsuccess.org. Please write "Operations Associate" in the subject line.

We would like the new teammate to begin work as soon as is practical, but can be flexible if applicant is finishing up another role or academic program.

ICS is an equal employment opportunity employer and we strongly encourage applicants from diverse backgrounds and perspectives. ICS does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy, age, national origin, color, ancestry, citizenship, handicap, disability, veteran or military status, or other status protected by law.