



Do you want to work to positively impact the community? The Phoenixville Community Health Foundation (www.pchf.net) seeks an experienced Operations Manager to assist its small staff in meeting its mission to improve the health and quality of life for people in the greater Phoenixville region. We do this by increasing access to quality healthcare services and promoting healthy communities through grantmaking and collaboration with health, civic, business, and community partners. As a member of a four-person staff, the Operations Manager will work collaboratively with all staff members on various projects and tasks, primarily with the Director of Finance & Operations to whom this full-time position will report.

Key Responsibilities

Bookkeeping and Financial Administration

- Assist the Director of Finance in maintaining accurate financial records using QuickBooks Online accounting software
- Assist with bank and credit card reconciliations
- Process invoices, track expenses, and manage accounts payable
- Assist with budget monitoring and financial reporting
- Assist in preparation for annual audit and tax filings

Building and Facility Management

- Oversee the day-to-day operations of the Foundation's office and physical space
- Serve as point of contact for vendors and maintenance providers
- Coordinate office supply procurement and manage inventory
- Ensure the workspace is safe, clean, and functional for staff and visitors

Meeting and Event Coordination

- Schedule, organize, and support internal and external meetings, including board and other meetings
- Coordinate logistics for meetings and events such as workshops and community convenings
- Arrange catering, venue, AV equipment and other necessary resources
- Take board and other meeting minutes and manage post-event follow-up

Reception and Administrative Support

- Greet and assist guests and visitors in person, by phone, and email
- Manage incoming and outgoing mail and deliveries
- Provide administrative support to all staff, as needed
- Assisting the CEO in managing tasks associated with the board, including sending out meeting notices and reminders, ensuring necessary forms are signed, etc.

- Assisting the CEO in maintaining her calendar

Qualifications and Attributes

- Associate's degree or higher required, with a preference for a degree in accounting or other business-related field
- 3-5 years of experience in office management, nonprofit operations, or similar administrative role preferred
- Basic computer skills required; knowledge of Microsoft Office, QuickBooks Online, virtual meeting software, and databases a plus
- Proficiency with bookkeeping and financial systems (e.g., QuickBooks Online, Excel)
- Experience managing vendors and facilities preferred
- Familiarity with nonprofit environments and sensitivity to mission-driven work
- Able manage multiple projects to completion on deadline
- Able to pivot between various tasks
- Attentive to detail with strong organization, project management, and time management skills
- Good written and verbal communication skills a plus
- Able to work independently and as part of a team
- Sound judgment, a strong ethical core, and able to maintain confidentiality
- A learning mindset with a commitment to continuous improvement, learning, and growth
- Proficiency in Spanish, Portuguese, or additional languages other than English a plus

Salary range \$65,000-\$75,000, depending upon experience. The Foundation offers a comprehensive benefit plan that includes health, dental, and vision care; a 401k retirement plan with an opportunity for matching contributions; and holidays and paid time off. This is a mostly in-office position; partial hybrid work may be an option after completion of a 90-day probationary period. This position may be asked, but rarely required, to occasionally attend nonprofit and community events during off-hours. Our Foundation is committed to the growth and development of our employees in a highly collaborative, creative, and high-performing work environment.

How to Apply

Submit a cover letter and resume to pchfl@pchf.net. Applications will be accepted until the position is filled. Phone interviews will be conducted with those applicants under further consideration. All applicants will be notified of their status.

The Phoenixville Community Health Foundation is committed to the principle and philosophy of equal opportunity for all regardless of race, creed, color, religion, gender or gender presentation, sexual orientation, nationality, marital status, age, veteran or military status, familial status, disability, and any other characteristic protected by law. Those with diverse backgrounds are encouraged to apply.