



Foundation *for* Opioid Response Efforts

Job Description Operations Associate Foundation for Opioid Response Efforts (FORE)

THE ORGANIZATION'S HISTORY, VISION, AND MISSION

The Foundation for Opioid Response Efforts (FORE) was formed in 2018 as a private, national, grantmaking foundation, dedicated to combating the opioid crisis in the United States. As of 2024, FORE has awarded 105 grants, committing \$42 million dollars to 92 organizations towards solutions to this crisis. Additionally, FORE has rapidly developed as a convener and information resource.

The Foundation's vision is to inspire and accelerate action to end the opioid epidemic. The foundation's mission is to convene and support partners advancing patient-centered evidence-based solutions addressing the opioid epidemic. With patients at the center, our focus includes Professional Education, Payer & Provider Strategies, Policy Initiatives and Public Awareness.

Reporting to the Chief Operating Officer, the Operations Associate will assist the COO in all aspects of the general office needs, including but not limited to Human Resources, Information Technology, Facilities, Budgeting & Finance, Special Events (including Board Meetings and any organizational-wide events), and vendor management. As a small organization, the operations team works very closely with the program team and executive management.

Summary Description

The Operations Associate will:

- Quickly develop positive relationships with internal teammates, vendors, and other partners; demonstrate an ability to effectively communicate with a variety of individuals and manage a portfolio of operations-related relationships well and show an ability to remain positive and goal-oriented in the face of competition for time and resources.
- Demonstrate a strong ability to recognize problems, communicate with COO, contribute to developing and implementing solutions to address them quickly, and appropriately communicate changes to all staff. Make decisions that consider all stakeholders, and act accordingly.
- Demonstrate an ability to create processes and systems to streamline internal operations; demonstrate an aptitude for framing problems as opportunities, and always pushing to further improve operational efficiencies.

SPECIFIC RESPONSIBILITIES

Finance and Reporting:

- Partner with the COO to reconcile monthly finances, including but not limited to invoices, credit card statements, reimbursements, and coding for accuracy.



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- Track all vendor invoices on a weekly basis.
- Provide support to the COO during the annual audit and budget.
- Create, maintain, analyze, download various reporting spreadsheets on a monthly, quarterly, and as needed basis.

Office Responsibilities (General, Facilities, Information Technology):

- Manage the general operations of the office with guidance from the COO. This includes ordering supplies, equipment maintenance and repairs, troubleshooting issues, and managing vendor contracts.
- Work closely with our Grants Management System to troubleshoot and maintain systems.
- Work closely with our IT Vendor and be proactive on potential issues and follow through on solutions.
- Manage the FORE General email box, maintain the organization's annual calendar, meeting requests. Draft responses to correspondence, thank-you letters, etc., as needed and in a timely manner.
- Help prepare materials for meetings, including organizing printing and shipping.
- Maintain the integrity of the share drive.
- Maintain integrity of the various Policies and Procedures Manuals.
- Light website maintenance.
- Light Graphic design i.e. Canva for press releases, reports.

Human Resources:

- Provide support to acclimate new hires and departing ones.
- Track Paid Time Off.

Program Relations:

- Manage programmatic logistics including travel, meeting, expense reports, correspondence.



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- Manage logistical end of Grantee and other programmatic meetings.
- Maintain the integrity of data in the Grants Management System.
- Provide back-up to Program Assistant, including but not limited to updating the Grants Management System.

Board and External Relations:

- Assist with logistics of Board and Committee meetings, including but not limited to securing venue, meals, audio visual, room set up and break down.
- Manage all travel arrangements for guests and staff, including reimbursement of expenses.
- Compile the quarterly board book; contribute to creating board presentations.

Other:

- Carry out special projects requested by the COO and President.
- The Operations Associate and Program Assistant will provide back-up to each other.

QUALIFICATIONS

Bachelor's degree along with several years of demonstrated experience. Excellent excel, writing, and organizational skills. Excellent interpersonal skills are needed to work effectively with all FORE staff and stakeholders, as well as with external contacts and visitors. Understands the importance of the office and can use discretion in working with people and has diplomatic skills. Able to work in a highly demanding, multi-task environment, with changing priorities. Has excellent computer software and database system skills including Excel, Word, PowerPoint, and CRM systems. Knowledge of WordPress and Canva are a plus or willingness to learn these programs. A successful candidate must be a team player, self-motivated and able to make optimum use of time. Must have the flexibility to work both with and without supervision.

FORE has a small staff. Sound judgment, integrity, flexibility and the ability to listen with sensitivity to others are traits that are particularly important in an organization of its size, where teamwork is essential to effectiveness. The ability to work collegially and to have an interest in and strong commitment to FORE's mission are key qualifications.



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COMPENSATION

Commensurate with background and experience. Salary Range \$62,500-\$70,000.

BENEFITS

FORE offers a highly competitive benefits package including, PTO, medical, dental, and vision plans, retirement contributions and support for professional development, amongst others.

LOCATION

FORE's offices are located in midtown Manhattan. This position is currently being considered as hybrid of remote and in-person, with a current minimum of two days in the midtown Manhattan office.

CONTACT

Send resume and cover letter indicating your interest in the position and Foundation via e-mail to: Jobs@forefdn.org

FORE takes all recommended precautions to protect staff and colleagues from COVID-19 very seriously. Any finalists for this position will need to show proof of full vaccination.

Employment at the Foundation for Opioid Response Efforts is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.