

## Program Operations Manager

*The preferred application deadline for this position is April 18, 2025. Please note that we do not guarantee review of applications after this date.*

### About Overdeck Family Foundation

Overdeck Family Foundation (“the Foundation”) was founded in 2011 with the goal of providing all children the opportunity to unlock their potential. The Foundation focuses exclusively on enhancing education, funding efforts both inside and outside of school in the areas of early childhood, hands-on STEM education, and K-9 programs that include supporting educators and student-centered learning environments. Our grantmaking and strategic support focus on unlocking innovation, evidence, and growth opportunities for organizations that are committed to accelerating key academic and socioemotional outcomes for all children. The Foundation funds both direct impact organizations and ecosystem efforts that clear the path to scale for our grantees and the work that they do.

At the Overdeck Family Foundation, we achieve our impact by thinking and acting with rigor and collaborating with one another, fostering a culture of curiosity and learning, and living our core values to drive meaningful change. Visit [www.overdeck.org](http://www.overdeck.org) for more information.

### The Program Operations Manager Position:

Overdeck Family Foundation is introducing this role to strengthen its grantmaking efforts across portfolios and provide support for cross-portfolio projects and strategic initiatives. The individual in this position will play a critical role in ensuring the efficient operation of the Foundation’s Program team by managing operational systems, streamlining workflows, and advancing the grantmaking process to align with strategic priorities. Reporting to the Senior Director, Grantmaking, the role focuses on conducting due diligence on potential grantees, assessing organizational capacity and strategic alignment, synthesizing insights to inform decision-making, and identifying new grantees to advance cross-portfolio strategies. Additionally, the role offers flexible capacity by providing coverage for Program team members during leaves, addressing emerging priorities, and driving initiatives that enhance the effectiveness and impact of the Foundation’s grantmaking.

This role offers a unique opportunity to shape how the Foundation leverages its grantmaking resources and ensures continuity across portfolios, making it ideal for candidates who are strategic thinkers, skilled project managers, and passionate champions for education philanthropy.

### What You’ll Help Us Do:

- **Support and Enhance Program Operations (40%)**
  - Manage operational systems and workflows to ensure seamless execution of the Program team’s activities.
  - Coordinate team-wide processes such as scheduling, meeting preparation, and documentation to enable effective collaboration.
  - Prepare and organize professional materials, including agendas, reports, and presentations for internal and external use.
  - Develop, maintain, and optimize tools and templates that enhance team collaboration and operational efficiency.
- **Source and assess organizations aligned with cross-portfolio strategies for potential investment (30%)**
  - Conduct research and analyze data to identify emerging opportunities and trends that align with the Foundation’s strategic goals.

- Synthesize field insights, grantee data, and research to inform cross-portfolio strategies and facilitate organizational learning.
- Collaborate with the Senior Director, Grantmaking, to prepare presentations, reports, and materials that support decision-making and advance strategic priorities.
- Provide actionable insights through data visualization and analysis to guide programmatic efforts and enhance grantmaking effectiveness.
- **Special Projects and Strategic Initiatives (20%)**
  - Assist the Senior Director in exploring and advancing emerging opportunities that align with the Foundation's mission and strategic objectives.
  - Research and evaluate initiatives that drive greater impact for grantees and communities served by the Foundation.
  - Prepare materials, data insights, and recommendations that enable leadership to capitalize on high-impact opportunities.
- **Ensure Organizational Continuity and Flexible Capacity (10%)**
  - Serve as coverage for Program Associates and Program Managers during staff transitions or leaves to maintain operational continuity.
  - Support grant workflows, grantee communications, and administrative tasks during peak periods or in response to emerging needs.
  - Address critical operational and administrative tasks, ensuring the Program team continues to function efficiently and effectively.

**Who You Are:**

**You are results-driven and reliable.** You are goal-oriented and consistently seek to improve processes and outcomes. You balance attention to detail with big-picture thinking and prioritize effectively.

**You are strategic and analytical.** You understand complex problems, identify solutions, and analyze data to inform decision-making. You use insights to create actionable strategies and evaluate progress.

**You are an enthusiastic learner and collaborator.** You are passionate about innovation in education and philanthropy. You enjoy working in teams, building relationships, and supporting collaborative efforts within and beyond the organization.

**You are flexible, proactive, and entrepreneurial.** You thrive in dynamic environments, take ownership of your work, and seek opportunities to innovate. You approach ambiguity with curiosity, problem-solving skills, and drive to turn challenges into opportunities.

**What You've Done:**

Required experience:

- Minimum of four years of work experience in education, philanthropy, consulting, data analysis, or related fields.
- Proven ability to analyze data, synthesize insights, and develop actionable recommendations.
- Demonstrated project management skills and the ability to manage multiple priorities effectively.
- Bachelor's degree or equivalent experience.

**Working at Overdeck Family Foundation**

The base salary for this role ranges from \$110,000 to \$120,000, including a discretionary year-end bonus based on performance. Please note that the top end of our compensation range is reserved for candidates who fully meet the required skills, qualifications, and experience.

Our best-in-class benefits and perks reflect our investment in our employees' well-being, as well as their personal and professional growth. Our total rewards include:

- **Comprehensive Health Coverage:** Fully paid medical, dental, and vision insurance for employees and eligible dependents, including a One Medical membership.
- **Hybrid & Remote Work Support:** A balanced approach to in-office and remote work to support collaboration and flexibility, plus a \$1,500 home workspace stipend for new hires.
- **Paid Time Off & Wellness:**
  - **Generous PTO:** 20 days annually, increasing to 25 after five years, plus Foundation closure on major holidays, an end-of-year reset week, and unlimited sick days.
  - **Lifestyle & Wellness:** Stipends for gym memberships and fitness programs.
  - **Sabbatical Leave:** One month fully paid after seven years of employment.
- **Professional Growth:** \$3,000 annually for professional development opportunities.
- **401K Retirement Savings:** 1:1 match up to \$5,000, plus an additional 8% employer contribution of base salary annually.
- **Giving Back: Matching Gifts Program** with a 1:1 match for donations and volunteer hours up to \$5,000 per year, plus Milestone Tenure Grants for employees to donate to an eligible nonprofit of their choice every five years of service.
- **Family Planning Support:** Coverage for IVF treatments (up to 3 cycles), generous stipends for family planning and backup childcare, and fully paid 16-week primary caregiver leave.

Overdeck Family Foundation requires all employees to live within a commutable distance from New York City and does not provide relocation assistance. The Foundation is currently working from a temporary space in the FiDi while a new and expanded office in SoHo is being developed, expected to open in September 2025.

### How to Apply

Please submit your application [here](#). The preferred application deadline for this position is April 18, 2025. Note that we do not guarantee review of applications after this date.

### Equal Opportunity Employer

Overdeck Family Foundation is dedicated to unlocking every child's potential. We are committed to fostering a workplace where all employees can thrive personally and professionally. As an equal opportunity employer, we make all employment decisions based on qualifications, merit, and organizational needs. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, protected veteran status, disability, or any other characteristic protected by applicable law.