

Senior People and Operations Associate

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, informal 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 for more information.

The Senior People and Operations Associate Position

The Foundation is seeking an experienced, high-performing Senior People and Operations Associate who excels as a resourceful project manager. This role is critical to executing the Foundation’s People and Operations vision and strategy, which impacts every team across the organization. This person will foster a positive end-to-end employee experience, working on everything ranging from recruiting, onboarding, staff development, and culture enhancement.

In your prior professional roles, you’ve demonstrated an ability to not only develop meticulous project plans but also to balance multiple projects with unwavering attention to detail. You excel in autonomous self-management but value collaborating with internal and external stakeholders, adeptly navigating diverse seniority levels. You are capable and eager to build deep and authentic relationships, communicate simply and clearly, and consistently operate in reliable ways that have been instrumental in your success. You have built these skills through experience working within any organizational context where you were required to be rigorously operational, resourceful, and relational in your role. You are an empathetic professional who sees the potential in others, patiently encourages growth in others, has a customer-service orientation, and sees deep value in diverse teams characteristic of a true sense of belonging.

What You’ll Help Us Do

- **Strategy Execution**
 - Support the execution of the Director of People and Operations’ vision and strategy for people and operations (goal setting, team meetings and structures, executive support, etc.) to ensure strong planning, alignment, and execution, including org-wide strategic initiatives and cross-functional projects
 - Accompany the Director of People and Operations in vision-setting meetings in order to develop seamless project plans, timelines, and follow-up communications for the execution of the vision
 - Build authentic, deep relationships across the foundation in order to keep a pulse on the organization and ensure that the vision and approach to our operations and talent work is responsive to the needs of the organization and the staff who work here
- **Organizational Operations Management**
 - Partner with the Director of People and Operations to operationalize and support the vision for the annual strategic planning process

- Lead end-to-end project management for critical foundation-wide events, retreats, and gatherings, ensuring strong collaboration with both internal and external stakeholders
- Manage institutional knowledge management including both systems/processes and strategy that is grounded in smart prioritization
- Provide administrative support for executive leadership including navigating calendar logistics and commitments with the trustees
- Liaise with the Director in their engagement with the budgeting and financial management processes
- Draft all-staff weekly People and Operations email updates and additional email communications to provide insight into timely meetings, projects, and events
- Liaise with Two Sigma to engage in their support around Foundation technology, facilities, and event planning needs
- Manage office efficiencies and ensure staff have the necessary resources and materials they need to do their job
- **Talent Management and Professional Development**
 - Manage and support hiring, onboarding, and staff training with a focus on growth mindset and career development
 - Support Director with managing centralized structures for ongoing performance and professional development conversations
 - Support managers to regularly and successfully engage their reporting staff around performance and professional development
 - Execute a professional development agenda inclusive of both centralized programming and cataloging of external opportunities for staff
- **Innovate and Manage Employee Experience**
 - Develop and manage structures, meetings, events, and habits that promote strong connection and experience for staff (e.g. weekly stand-up meetings, recognition, team building events, holiday parties, going away parties, celebrating personal milestones, etc.) and liaise with internal and external stakeholders

Who You Are

- **An effective, resourceful, and proactive Project Manager.** You are detail-oriented and skilled at creating and maintaining efficient systems and structures. You excel in managing complex projects that involve multiple stakeholders and interconnected timelines. Your proficiency extends to organizing and coordinating staff actions, even in dotted-line relationships, and you communicate effectively, providing clear and concise information.
- **A highly relational professional who builds fast, deep, and trusting relationships.** You are able to work well with Foundation staff members at all levels because you are kind, thoughtful, and curious. You will authentically care about all of our staff. You are experienced in change management in ways that are inclusive.
- **A continuous learner and critical thinker.** Your thirst for knowledge is everlasting, and you approach your work with nuance and rigor. You act on well-informed hypotheses and are open to adapting as needed. Your toolkit includes critical thinking and quantitative analysis to identify patterns, guide decision-making, and assess opportunities. You're always looking for opportunities for continuous improvement, based on quantitative and qualitative inputs.
- **A values-driven and empathetic human.** Your operating principles include self-awareness, humility, and emotional intelligence. These are qualities you value in your colleagues, and you confidently navigate conflicts with kindness. You thrive in environments focused on solving complex problems and comfortably hold opposing ideas while embracing uncertainty and respecting diverse viewpoints.

What You've Done

Experience you possess (Required):

- Bachelor's degree
- Minimum of three years of full-time experience
- Experience with project management and process management
- Experience with stakeholder engagement, alignment, and management
- Experience and comfort with Excel, Google Suite,
- Experience organizing and categorizing data

Other things you might have accomplished or would be excited to learn here (Preferred):

- Experience working in operations or human resources function
- Experience supporting performance management, onboarding and/or staff events
- Experience in a relevant context (e.g. corporate social responsibility, foundation, etc.)
- Experience analyzing people data to identify trends and insights

Working at Overdeck Family Foundation

The base pay for this role is \$90,000-\$95,000, with potential additional compensation and benefits, including discretionary bonuses, health and dental plans, and wellness programs. The Foundation has an employee match program and also contributes 8% of the base salary to employee 401(k), provides \$3K for professional development, and tuition reimbursement for relevant courses. The total compensation range aligns with our expectations, reserving the top end for qualified candidates who fully meet the required skills, qualifications, and experience.

Overdeck Family Foundation requires all employees to live within a commutable distance from the office in the SoHo neighborhood of New York City. Each week, employees must work in the office on Tuesdays and additional "team days" for collaboration, with the option to work remotely on all other days. Perks of being in the office include on-site gyms with laundry service, wellness classes, snacks and beverages, and a casual dress code in our beautiful office.

How to Apply

Overdeck Family Foundation is partnering with [RCG Talent Solutions](#) to find our next Senior People and Operations Associate. Please follow [this link](#) to submit your application and direct all questions to openroles@rcgtalent.com. RCG will review all applicants and, upon qualification, contact you to determine next steps.

Equal Opportunity Employer

Overdeck Family Foundation is dedicated to the work of unlocking every child's potential. We are committed to creating a workplace where employees thrive both personally and professionally. We also believe our employees should reflect the rich diversity of the children in the education system we aim to support—in race, gender, age, culture, and beliefs—and we support this diversity through all of our employment practices.

All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity. By submitting this online application form, you consent to be contacted via email with important updates and other information from RCG Talent Solutions.