



## Now Hiring - Operations Assistant

Michael Reese Health Trust seeks an efficient, highly organized and energetic self-starter to fill the position of Operations Assistant. This is a new position that will provide support in the interrelated areas of communications, resource development, board relations, and the office of the President and CEO. This position requires a person who is excited to be part of a dynamic, motivated team working to ensure all Chicagoans can live healthy lives.

The person who fills this role will be professional, knowledgeable and detail-oriented. As Michael Reese evolves in exciting new directions, this person will embrace change and growth by being resourceful, adaptable and flexible.

Our team is fully remote due to the COVID-19 pandemic. The successful candidate will have a proven ability to work independently and as a team. We offer flexible working hours, 100 percent employer-paid family health, dental and vision insurance, a 403(b) retirement plan, generous PTO and paid holidays, plus a paid year-end holiday break.

### Who We Are

Michael Reese incubates, strengthens and advocates for health solutions to ensure all Chicagoans can live healthy lives. We partner with organizations across Chicago by providing grant funding and advisory support to advance their work through our Incubation, Grantmaking and Advocacy programs. We carry on the values of the Michael Reese Hospital to provide quality, compassionate and accessible health solutions to Chicago. To learn more about our programs and current priorities, please visit [wearemichaelreese.org](http://wearemichaelreese.org).



## Specific Role Functions

### OPERATIONS SUPPORT

- Provide administrative and operational support to the President and CEO through calendar and meeting management and supporting correspondence and communications from the Executive Office
- Work with President and CEO and Board Committee Chairs to plan, schedule and facilitate all Board and assigned Board Committee meetings; prepare and distribute meeting information, take meeting minutes and, for onsite meetings, arrange catering
- Work with Director of Communications and Chief Strategic Officer to prepare materials and presentations led and/or attended by President and CEO
- Update and maintain board, donor and other administrative files, including internal and external contact lists

### DATABASE MANAGEMENT

- Maintain clean data and constituent profiles in database (Raiser's Edge)
- Responsible for all data entry and training users on how to view information
- Facilitate support and troubleshooting issues
- Work with Administration, Finance and Program departments to enter pledges and donations into donor database in timely manner
- Generate gift reports; track analytics and other donor metrics to help shape fundraising strategy
- Draft acknowledgement letter for gifts and work with appropriate staff to send
- Pull lists for fundraising and marketing campaigns
- Support integration of procedures and policies for entering information in database and work with Administrative team to implement



## Qualifications

- Commitment to and passion for Michael Reese Health Trust's mission and values
- Bachelor's degree (or commensurate experience) preferred
- Understanding of and experience with project management
- Exceptional attention to detail, time management and organizational skills
- Excellent technology skills and ability to learn new technology systems
- Experience managing a complex database is preferred
- Proven track record of managing complex projects independently
- Excellent written, verbal and interpersonal communication skills
- A proactive approach and outcome-focused mindset, flexible and focused on solutions
- Ability to work effectively both independently and as a member of a team
- Capacity to build strong relationships with different types of individuals
- Willingness to approach challenges with a good attitude and sense of humor

## Work Environment

- This is a full-time position based in Chicago
- Our team currently is fully remote due to the COVID-19 pandemic and will resume in-office work in or near downtown Chicago
- While performing the duties of this job, the employee is regularly required to talk or hear and use hands to operate office equipment such as computers, phones, photocopiers, scanners, filing cabinets
- Workplace is a smoke-free and drug-free environment
- Equal employment opportunity and having a diverse staff are fundamental principles at Michael Reese. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability or any other factor determined to be unlawful by federal, state or local statutes



## Compensation

- Salary is commensurate with experience. Excellent employee benefits

## Application Process

- Interested applicants should email a cover letter and resume to [hello@wearemichaelreese.org](mailto:hello@wearemichaelreese.org) with the job title in the subject line
- In the cover letter, please include how your skills and experience meet the responsibilities noted above and your salary range requirement
- No phone calls please
- For additional information visit our website: [www.wearemichaelreese.org](http://www.wearemichaelreese.org)