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**Position:** Operations Manager

**Classification:** Full time, exempt

**Salary range:** \$60,000 to \$80,000

**Location:** Remote<sup>1</sup>, *applicants based in Columbus, Ohio preferred*

### How to Apply

If you are interested in the Operations Manager position with the Ohio Alliance, please submit your application [here](#), including a resume, writing sample (no more than 5 pages), and cover letter addressed to our Executive Director.

### Background

The Ohio School-Based Health Alliance (“Ohio Alliance”) is a nonprofit, professional, nonpartisan organization based in Columbus, Ohio. The Ohio Alliance serves as the only statewide organization created to advance and support the sustainability and expansion of school-based health care. Our mission is to improve access to comprehensive, integrated health services through school-based health care to advance equity and improve health and education outcomes for students, their families, and communities.

### Position Overview

The Ohio Alliance is seeking a full-time, detail-oriented, and highly organized Operations Manager to support the organization. This role will be central to ensuring smooth daily operations, sound financial management, and strong execution of the Ohio Alliance’s signature programs, including our annual statewide conference.

The Operations Manager will report to and work closely with the Executive Director, providing critical support for all aspects of the Ohio Alliance’s internal operations — from accounting and audit preparation to member services and event coordination. The ideal candidate will be proactive, solutions-oriented, and experienced in nonprofit financial and operational management. They will thrive in a fast-paced, collaborative environment, demonstrate the ability to multitask across competing priorities, and bring strong organizational and problem-solving skills to keep operations running smoothly. Continued employment is contingent on the availability of funds and satisfactory performance.

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<sup>1</sup> This position is primarily a virtual, work from home setting. However, the Ohio Alliance reserves the right to bring employees into a traditional office setting as required by business needs. Domestic and national travel is required.

## **Key Job Responsibilities<sup>2</sup>**

### ***Financial management and administration***

- Manage QuickBooks (or other similar platforms) and all accounting functions, including accounts payable/receivable, reconciliations, and regular financial reporting.
- Support annual nonprofit audit and coordinate with external auditors, consultants, and accountants.
- Oversee federal and state nonprofit filings, including IRS Form 990, state charitable registration, and other compliance requirements.
- Manage banking activities, expense tracking, invoicing, and vendor payments.
- Support development of grant budgets, track expenditures, and ensure timely submission of grant applications, progress reports, and financial documentation to funders.
- Support annual budget development, forecasting, and monitoring.

### ***Operations and organizational support***

- Maintain organizational policies, procedures, and compliance systems for the Ohio Alliance.
- Oversee general administrative operations including document management; meeting scheduling; Board administrative support; supply ordering, mailings, and printing services.
- Serves as a liaison with contractors and consultants on operational/financial needs.
- Serve as lead coordinator for the Ohio Alliance's annual statewide conference and provide operational/logistical support for other meetings and events throughout the year.
- Support the organization's communications to members and external partners, including emails, newsletters, website, and social media content management and development, scheduling, and dissemination.
- Manage member and partner databases, ensuring accurate tracking and engagement.

### **General Qualifications**

- Commitment to the organization's [vision, mission and guiding principles](#)
- Minimum 5 years of work experience in finance, administration, operations, business, nonprofit management, or a related field
- Bachelor's degree in a related area of study
- Ability to manage financial systems, in hard and electronic formats, for budget management, audit, and cash flow purposes
- Knowledge of contracts and grants preparation

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<sup>2</sup> Manages other duties and projects as assigned.

- Experience in managing projects with an understanding of planning, details, and timelines
- Strong, well-developed written, oral, and interpersonal communication skills
- Ability to gather data, compile information, and prepare reports
- Proficiency in Microsoft Office Suite software, social media, e-news platforms, survey tools, virtual meeting software, and shared drive platforms
- Communications experience (i.e., website management, content creation, social media management, etc.) highly desired

### **Other Attributes and Requirements**

- Strong work ethic, time management skills, and ability to multi-task
- Outcome-driven, entrepreneurial, and self-motivated
- Ability to work independently as well as collaboratively with a team and external partners
- Highly organized with very strong attention to detail
- Maintains a high level of energy and a consistent positive attitude, especially in stressful situations
- Commitment to equity, diversity, and inclusion
- Must be able to travel domestically to facilitate and build relationships with school-based health care partners
- Requires routine use of standard office equipment such as computers, monitors, printers, phones, copiers and filing cabinets.
- Requires ability to be stationary and sedentary for extended periods of time.
- May occasionally require standing, bending and light lifting (less than 15 pounds)

### **Benefits**

The Ohio Alliance is an equal opportunity employer committed to diversity, equity, and inclusion. As a fiscally sponsored initiative of [Health Impact Ohio](#), Ohio Alliance employees receive a competitive benefits package including generous paid leave, paid parental leave, medical coverage, life insurance, and a 401K.