

OPERATIONS & ADMINISTRATION MANAGER

Hispanic Alliance | Alianza Hispana
www.HispanicAllianceSC.com



About Hispanic Alliance:

The Hispanic Alliance is a statewide 501c3 nonprofit based in Greenville, SC. We envision a vibrant and inclusive community where everyone has access to opportunities for success and prosperity, and our mission is to foster collaboration and connectivity among people, resources, and cultures to build a thriving community. Hispanic Alliance (HA) unites the largest network of individuals and organizations working collaboratively to advance Hispanic communities across South Carolina. We build bridges of opportunity and access so that all people can thrive, while celebrating the rich diversity that strengthens our communities.

As we continue to grow, we are seeking a highly organized and detail-oriented **Operations & Administration Manager** to support our mission by ensuring the efficiency of daily operations, financial and donor data management, board administration, and executive support. This position plays a vital role in the effectiveness and sustainability of our work

Location: Greenville, SC (Hybrid/In-Person)

Employment Type: Full-Time

Reports To: Executive Director

Key Responsibilities:

Operations & Administrative Management

- Oversee office operations, systems, and administrative processes to ensure efficiency.
- Maintain internal policies, procedures, and documentation to support organizational effectiveness.
- Manage organizational calendars, scheduling, and logistics for meetings and events.

Executive Support

- Manage the Executive Director's calendar, ensuring efficient scheduling of meetings and engagements.
- Prepare meeting agendas, presentations, and follow-up materials as needed.
- Handle correspondence and communications on behalf of the Executive Director.

Board Administration

- Schedule, coordinate, and prepare materials for board and committee meetings.
- Maintain board records, meeting minutes, and governance documents.
- Serve as a liaison between the board and staff, ensuring effective communication and support.

Financial Administration & Reporting

- Assist with financial record-keeping, processing invoices, payments, and expense tracking.
- Support budget management and financial reporting in collaboration with the leadership and accounting team.
- Ensure compliance with financial policies and procedures.

Grants Management

- Assist in tracking grant applications, deadlines, and reporting requirements.
- Maintain accurate records of grant agreements, deliverables, and compliance documentation.
- Support the Executive Director and development team in grant reporting by gathering necessary financial and programmatic data.
- Ensure timely submission of grant reports and compliance with funder requirements.

Data Entry & Management

- Manage and update donor and financial databases (e.g., CRM, QuickBooks, and other tracking systems).
- Track donations, generate acknowledgment letters, and support donor stewardship efforts.
- Compile reports and data insights for fundraising, grants, and operational planning.

Qualifications:

- 3+ years of experience in nonprofit operations, administration, or a related role.
- Strong organizational and project management skills with attention to detail.
- Experience with donor management systems (CRM) and financial tracking tools.
- Familiarity with grants management, including tracking deadlines and reporting.
- Ability to manage multiple priorities and work independently.
- Excellent communication and interpersonal skills, with cultural competency and sensitivity to diverse communities.
- Proficiency in Microsoft Office Suite, Google Workspace, and database management.
- Experience supporting senior leadership and working with boards is a plus.
- Bilingual (English/Spanish) is preferred but not required.

Why Join Hispanic Alliance?

- Be part of a dynamic, mission-driven organization making a real impact in the community.
- Work in a collaborative and inclusive environment that values diversity.
- Grow professionally while contributing to meaningful change.

If you are a highly organized professional passionate about nonprofit operations and community impact, we encourage you to apply!

Compensation and Benefits: \$45,000 - \$53,000 annually depending on experience + bonus based on achievement of goals. Health benefits available to full-time employees.

To Apply: Submit your resume and cover letter to Jobs@HispanicAllianceSC.com by August 31, 2025.