Livermore Lab
FOUNDATION

Operations Associate Job Description
(Full-time)

The Livermore Lab Foundation (LLF) is a 501(c)(3) nonprofit organization established in 2016 to advance scientific research and inspire the next generation of scientists and engineers to help 'open the door' to a better future for all. As a key partner to Lawrence Livermore National Laboratory (LLNL), a Department of Energy national security laboratory in Livermore, California, the Foundation raises philanthropic funds to support Lab research, student fellowships, and community engagement initiatives.

Position Summary

Reporting to the Executive Director, the Operations Associate will support the Foundation's day-to-day office and administrative functions as they related to the organization's financials, grants/contracts, human resources, information technology, development, and more. As a new role in the organization, the position requires a highly organized professional who can work independently while coordinating with team members in multiple locations. Because this position balances a variety of responsibilities, a high degree of flexibility, a professional attitude, and significant initiative and attention to detail are required. Our ideal candidate is familiar with business management best practices, is interested in working in the nonprofit sector and is committed to LLF's mission. Note: this is a 40 hour per week, hybrid position with expectations of at least 3-4 days per week in the Livermore office.

Primary Responsibilities

Key duties include but are not limited to:

Administration

- Refine and maintain formal employment and administrative systems, policies, and internal procedures for all functions of the Foundation's day-to-day operations. Ensure compliance with all federal, state and local laws and appropriate nonprofit standards.
- Support management of the Foundation's customer relationship management (CRM) system (Neon donor database) to ensure that constituents, communications and gifts are properly documented and updated. This includes maintaining donor accounts and tracking gift records, supporting team in ensuring appropriate stewardship and communication, and coordination and execution of timely email and print correspondence.
- Manage general organizational renewals, document retention and organization. This includes insurance, membership and subscription renewals, invoices, and other legal and financial compliance requirements.
- Assist in preparation and processing of invoices, grant reports, and other organizational communications as needed.
- Support LLF Board meetings and committees (take minutes, track action items, write and send follow up reports).
- Provide general administrative support to the team and perform other duties as assigned by the Executive Director.

Finance/Bookkeeping

- Support the creation of and monitor the organization's annual operating and program budgets, including financial grant reporting.
- Support contract and grant management to ensure compliance with documentation and reporting.

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- Prepare financial documents and summaries, including regular board communications and grant reports in coordination with the Foundation's financial team, to accurately reflect the financial condition of the organization.
- Support all bookkeeping functions including A/R, A/P and payroll.
- Assist off-site accountant in preparing for LLF's audit and federal and state taxes and reports.

General Office Operations

- Help design and implement an ongoing process for tracking grants and contracts, including research, proposal submissions, reporting, and billing/payment cycles in coordination with LLNL.
- Liaison with the Foundation's IT consultant to ensure appropriate technology systems and controls are maintained throughout Foundation operations.
- Assist in planning and executing Foundation events and activities, including annual student showcase and donor cultivation and stewardship programs.
- Provide as-needed on-site facility management and operational support to the University of California Livermore Collaboration Center (UCLCC), where the LLF office is located, including on-site assistance for building users and guests, meeting and special event support, coordination of building access, assistance with emergency procedures, backup administration of event calendaring and room reservations, and basic troubleshooting of UCLCC audiovisual systems.

Required Qualifications

- Bachelor's degree with at least two years nonprofit or business management experience
- Strong attention to detail and organizational abilities, including demonstrated experience with office management, human resources and financial reporting
- Solid financial acumen with ability to prepare budget documents and support accounting and reporting processes
- Proficient in QuickBooks Online (minimum of two years preferred), Microsoft Office Suite, Google Workspace, Dropbox, and Neon (or similar donor database software)
- Ability to manage multiple projects in a fast-paced environment
- Strong communication and relationship-building skills and ability to collaborate and correspond with staff, Board, consultants, donors and volunteers
- Excellent written and verbal communication skills
- Available to work occasional evenings and possible weekends

Preferred Qualifications

- Knowledge of nonprofit governance, compliance or financial best practices
- Experience with CRM database management
- Experience with contract and grant management
- Previous experience or demonstrated interest in science research or STEAM (Science, Technology, Education, Art and Math) fields

Licensure and Other Requirements

- Valid California driver's license and automobile insurance (may require some travel within the Tri-Valley region)
- Must reside in California and live a commutable distance from LLF office at the time of hire

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- Background check will be required post-offer in compliance with California state laws

Compensation and Benefits
We offer a competitive salary commensurate with experience, combined with a flexible work schedule, paid vacation time (2 weeks/year), paid holidays (8). This is a non-exempt position with an expectation of working primarily from the Livermore office. Hourly salary range of $25 - $30/hour depending on candidate qualifications. Paid Sick Leave provided in accordance with California law.

Equal Opportunity Employer
The Livermore Lab Foundation values diversity and is committed to equal opportunity and non-discrimination in all its policies and practices, including the area of employment and volunteering. Accordingly, LLF does not discriminate against any person based on race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status or disability, or any other characteristic protected by federal, state, or local laws. Diverse candidates are encouraged to apply.

To Apply
For full consideration, please send a cover letter and resume to the attention of Sally Allen, Executive Director, Livermore Lab Foundation at jobs@livermorelabfoundation.org. Applications will be reviewed on a rolling basis until the position is filled.