



Business Operations Administrator

Salary Range: \$45,000 - \$50,000

About the Flutie Foundation

The Doug Flutie, Jr. Foundation for Autism was established in 1998 by former NFL quarterback Doug Flutie and his wife, Laurie, in honor of their son, Doug, Jr., who was diagnosed with autism at the age of three. Over the last 24 years, the Flutie Foundation has impacted thousands of people and families affected by autism through several programs and initiatives designed to help people with autism live life to the fullest. The Foundation also forges creative and impactful partnerships with autism self-advocates, families, organizations, and donors who share the goal of meeting the needs of people with autism today.

Position Overview

The Flutie Foundation is seeking a mission-driven professional skilled in project management to join our highly motivated, action-oriented team. This person will possess an openness and eagerness to learn while simultaneously taking action, all to benefit people and families affected by autism. The Business Operations Administrator (BOA) will administer and organize strategic Foundation projects and initiatives, from simple to more complex – communicating details both internally and externally. **This is a hybrid position working from our Framingham, MA office 2 days per week and attend meetings and events throughout Greater Boston.**

Flutie Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. Applicants of all races, colors, religions, genders, gender identities or expressions, sexual orientation, national origins, disabilities, ages, or veteran status are encouraged to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Description

Flutie Foundation Project Initiatives

- Grow relationships with new mission partners including organizations, families and self advocates by delivering excellent customer service.
- Manage inbound inquiries, registration, and scheduling for Flutie Foundation community-based initiatives including but not limited to Flutie Watersports, SafetyNet Tracking, and Playground Communication Board initiatives.
- Support the grant-making process including daily communication with partners, database management, and preparation of forms, agreements, and checks.
- Manage the Flutie Foundation Employment Enterprise tracking hours, job set-up, and vendor invoicing
- Represent the Flutie Foundation professionally and positively at events held throughout the year.
- Perform various coordinating support tasks according to the instruction of the marketing and development departments.

Operations

- Execute all accounts payable functions including working closely with all departments to ensure invoices are coded correctly and submitted in a timely manner.
- Manage all incoming general communications (email, phone) and connect with Flutie Foundation Constituents (internal and external).
- Maintain office supply ordering and inventory for both the Foundation and remote offices.
- Miscellaneous duties such as processing incoming mail, filing, and organizing paperwork, scanning, and assisting in mailings/shipping.
- Coordinate travel itineraries, including air, ground transportation, and hotel accommodations, as needed.
- Provide administrative support for all departments including Executive Director and Board of Directors, as needed.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Skills and Qualifications

- Passion for improving lives for people with autism, their families, and their communities
- Excellence in relationship-building and communication with diverse people of all races, (dis)abilities, genders, sexual orientations, etc.
- Comfort in an entrepreneurial, fast-paced, and ever-changing environment.
- Proactive with a take-charge and follow through attitude
- Works well under deadlines, is able to problem-solve, and multi-task, and can work independently and collaboratively as part of the operations team.
- Proficiency in MS Office Suite

Job Type: Full-time