



Operations & Administrative Specialist

Location: Twin Cities, MN | **Status:** Full-time, exempt, hybrid

Salary range: \$45,000-\$55,000

Reports to: Executive Director

POSITION SUMMARY

The Operations & Administrative Specialist supports the day-to-day administrative, operational, and data management functions of A Breath of Hope Lung Cancer Foundation. This role ensures smooth office operations, accurate data entry, consistent reconciliation of donor and financial systems, and reliable coordination with vendors and IT partners.

The Operations & Administrative Specialist assists with HR processes, maintains organizational policies and procedures, and provides essential administrative support that strengthens internal systems and staff efficiency. This position requires independent judgment in managing workflows, maintaining data integrity, and supporting organizational operations.

KEY RESPONSIBILITIES

Administrative & Data Management

- Perform accurate data entry across administrative, donor, and financial systems.
- Reconcile the donor database (Blackbaud/Raiser's Edge) and accounting software with bank statements on a regular basis.
- Maintain organized digital and physical filing systems, ensuring timely and accurate documentation.
- Support gift entry processes and maintain a working understanding of donor database workflows.
- Create segmented lists for appeals, events, newsletters, and other mailings.
- Run ad hoc database reports to support fundraising, communications, and program needs.
- Process contribution acknowledgments and ensure timely donor stewardship.
- Maintain data integrity, documentation standards, and database best practices across all systems.
- Prepare administrative reports, spreadsheets, and documentation as needed.

Operations & Office Support

- Manage day-to-day office operations, including supplies, equipment, mail, and administrative workflows.
- Support vendor relationships, contracts, leases, and equipment maintenance.
- Coordinate with external IT providers to ensure reliable technology infrastructure, cybersecurity, and staff support.
- Maintain insurance documentation and support operational risk management practices.

- Support event registration systems, including form development, monitoring, and volunteer training.

HR & Policy Support

- Assist with HR administrative tasks, including onboarding paperwork and PTO tracking.
- Maintain and update HR and operations policies and procedures.
- Support compliance with employment regulations through accurate recordkeeping and timely documentation.
- Assist with internal communication, scheduling, and staff coordination.

Organizational Support

- Provide administrative support for Board activities as needed.
- Assist with cross-departmental communication and workflow improvements.
- Ensure staff have the tools, resources, and systems needed to succeed.
- Ability to manage multiple priorities and meet deadlines.
- Commitment to ABOH's mission and values.

QUALIFICATIONS

Education & Experience

- Bachelor's degree or equivalent experience preferred.
- Experience in administrative support, operations, or data entry (nonprofit experience a plus).

Physical & Work Requirements

- Ability to work at a computer for extended periods.
- Reliable internet access for hybrid work.
- Ability to travel for meetings and events.
- ABOH provides necessary office equipment.
- Familiarity with Blackbaud, Raiser's Edge, or similar donor databases preferred.

Benefits

- A Breath of Hope Lung Cancer Foundation offers competitive salaries, a medical stipend, generous PTO, a hybrid and flexible work environment, and retirement benefits.

This is an important team role during a time of unprecedented growth. Interested candidates should email a cover letter and resume Teri Cannon at Teri@abreathofhope.org.