



**The Mind Trust**  
Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450  
Indianapolis, IN 46202  
317.822.8102

## **Job Description: Manager of Operations**

### ***Organizational Overview***

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement, empowering talented, diverse educators to launch new schools, and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 41 schools, 14 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms.

### ***About The Mind Trust***

We are a high-impact, fast-paced organization that emphasizes a results-oriented culture. Our team is highly collaborative and we take pride in offering a flexible work environment. The Mind Trust is committed to diversity, equity, and inclusion (DEI) in all we do to ensure present and future educational success for all students in Indianapolis. Upholding these principles is critical for our staff, Fellows, community stakeholders, and partners to spark radical systemic change. We recognize the past and continued existence of institutional racism, discrimination, privilege, and oppression in our education system and society at-large, in particular its adverse effects on our students of color.

### ***The Mind Trust's Talent Philosophy***

At The Mind Trust, **values- and mission-aligned, high-capacity** team members **collaborate** and **innovate** to achieve transformative education outcomes. We cultivate a **diverse and inclusive culture** where team members bring their **whole selves** to work and where we demonstrate **care for one another**. We are **self-driven leaders** who operate with a high degree of **autonomy**. We invest in **development**, encouraging and expecting **continuous reflection, learning, and growth**—all driven by a strong sense of **innovation** and **curiosity**.

### ***Position Overview***

The Manager of Operations will support The Mind Trust's Senior Vice President of Finance. The Manager of Operations will also be responsible for a broad range of administrative duties and will require initiative, judgment, independent decision making and excellent interpersonal skills.

The ideal candidate is an excellent project manager, has keen attention to detail, excellent organizational skills, and a high bar for quality. The Manager of Operations must be a critical thinker who demonstrates sound judgment in strategizing and prioritizing tasks.



### ***Position Responsibilities***

- Organize and schedule meetings for Senior Vice President of Finance and the organization as a whole, including setting appointments, communicating with meeting attendees, and sending meeting reminders.
- Assist with scheduling and setting up full team events such as all staff meetings, retreats, celebrations, team step backs, etc.
- Assist with the logistics, planning and implementation of full team events.
- Coordinate catering for meetings at The Mind Trust when necessary.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications for the Senior Vice President of Finance and the operations and finance team.
- Welcome visitors to the building and guide them to designated meetings.
- Assist with monthly Board of Directors meeting preparation and serve as a point person for duties as needed on meeting days.
- Provide administrative support for The Mind Trust's accounting functions, including invoice processing and deposit tracking.
- Provide administrative support for Abacus expense management system.
- Manage all office and kitchen supply ordering.
- Ensure that office common spaces, workstations, and conference rooms are organized, stocked, and maintained daily.
- Serve as the Operations and Finance team's point person for Salesforce data entry and coordination.
- Assist with technology and AV equipment for meetings in office conference rooms.
- Assist with maintenance requests, supply orders, and general needs for office technology, including the copy machine and laptops.
- Arrange travel for the Operations and Finance team as needed.

### ***Qualifications***

- Deep commitment to and enthusiasm for The Mind Trust's mission and methods of ensuring that all children have an opportunity to receive an excellent education.
- Significant alignment and belief in The Mind Trust's core values.
- Highly organized with demonstrated ability to simultaneously balance several tasks.
- Ability to coordinate and execute logistics with precise attention to detail.
- Ability to work independently as well as collaboratively, and thrive in a high-energy, fast-paced environment.
- Ability to incorporate creative approaches to various projects by taking initiative and working independently
- A bachelor's degree or equivalent combination of education and/or experience required
- Two years of clerical/administrative experience preferred
- Advanced computer skills including Microsoft Office – Word, Excel and PowerPoint required
- Ability to work flexible schedules including some nights and weekends



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### ***Compensation***

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental and vision insurance, a 403(b) retirement plan including employer match and paid time off.

The Mind Trust is an Equal Opportunity Employer.

Interested candidates should send resume and cover letter to The Mind Trust's Senior Vice President of Finance, Corrie Lapp at [clapp@themindtrust.org](mailto:clapp@themindtrust.org).

To learn more about The Mind Trust, visit [themindtrust.org](http://themindtrust.org).

