



## **OPERATIONS ASSOCIATE**

**Status:** Full Time/Exempt

**Location:** Brooklyn, NY/hybrid

**Reports to:** Operations Manager

**Start date:** April 1, 2026

## **ABOUT G4GC: Investing in Ecosystems that Support our Youth**

G4GC is a philanthropic intermediary that resources organizations and movements centering the leadership, well-being, and wisdom of girls and gender-expansive youth of color. G4GC mobilizes the financial resources, visibility, and public will needed to advance youth-centered, transformative philanthropy.

The organization operates under the fiscal sponsorship of Rockefeller Philanthropy Advisors and is grounded in values of love, inclusivity, transformation, authenticity, freedom and creativity, urgency, and accountability. G4GC's work mobilizes financial resources, visibility, and public will—fueling grassroots leadership and movement building. The internal culture reflects the same principles, with a focus on care, collaboration, and strategic alignment across departments.

G4GC's Operations Department functions as the engine of the organization, ensuring that our internal systems, infrastructure, and processes are aligned with our mission to resource organizations centering the wisdom and wellbeing of girls and gender-expansive youth of color. With a focus on equity, integrity, and sustainability, the Operations department creates the conditions for our work—and the work of our partners—to thrive.

This Department manages and optimizes the organization's day-to-day functions, including office management, events planning, compliance, technology, inventory management and other administrative systems, with care and intention. G4GC's approach to operationalizing our work in philanthropy is a reflection of the seven values of the organization: transformation, authenticity, accountability, inclusivity, urgency, motivated by love, and freedom and creativity.

The Operations team supports a healthy organizational culture, working across departments to collaborate and build processes that ensure organizational resources are deployed responsibly and equitably. This Department holds the behind-the-scenes work with the same level of purpose and rigor as the outward-facing aspects of our organization—because sustainable, liberatory change starts from within.

## ABOUT THIS POSITION

G4GC seeks a detail-oriented and organized individual to support the day-to-day operations of the office and organization. Reporting to the Operations Manager, this team member will manage the office operations, ensure a safe environment, manage in-office events, greet vendors and guests, and manage administrative tasks, including invoice tracking.

## KEY RESPONSIBILITIES

### Office Management

- Serve as the first point of contact at our office, supporting office management of a 4,000+ sq foot office and community space in Brooklyn, usually working out of the space on average 3-4 days each week based on needs (this could increase during event weeks) and being responsible for opening and closing the space.
- Manage all mail processes: PO box pick up, delivering mail to the appropriate staff members, package unboxing, and package shipping.
- Serve as a welcoming presence in the office, greeting all guests, vendors, partners, and grantees and ensuring they are both comfortable and safe in our space.
- Manage all space bookings for external guests, ensuring that the office is clean and stocked for external meetings, and that booking parties feel supported and understand G4GC policies before entering the space.
- Greet and keep track of schedules for all vendors, including cleaners, plant healers, pest control, snow shovelers, and all maintenance contractors.
- While staff and guests are encouraged to clean up after themselves, the Operations Associate will need to support on occasional cleaning and maintenance tasks as they arise.
- Lead inventory management at the office, ordering all office supplies, equipment, and refreshments for staff and events.
- Support G4GC retreat space readiness/booking, material preparation, travel booking, and other responsibilities.
- Interface with various members of G4GC's community in a respectful, timely, and professional manner including grantee partners, youth, peer funders, potential co-investors, and other stakeholders and influencers.
- Manage at least one shared inbox, professionally replying to outreach and looping in staff as needed.
- Enforce safety plans in the office to ensure the space is secure and welcoming for our community.

- Bring new ideas that help G4GC become a more welcoming, safe, and effective space for our community, including moving to more values-aligned vendors and partners, instituting or changing safety protocols, and more.

#### Finance

- Manage all G4GC invoicing through Airbase, including adding vendors, uploading contracts, and ensuring all invoices are accounted for monthly.
- Maintain, keep track of, and file office receipts using Airbase.

#### Administration

- Support operations department in developing systems to organize and manage work efficiently
- Support ordering of flowers, gifts, and gift cards for important moments for community members
- Utilize various databases, including Airbase, to support operations
- Support travel booking for G4GC staff, consultants, grantees, and event partners when needed

#### Team Engagement

- Participate and support in staff meetings, retreats, and events, contributing to all-staff wide programming including direct engagement with girls, femmes, and gender-expansive youth of Color
- Support operational staff in developing policies, programming, and practices that embody values of G4GC as a place of inclusivity, creativity, transformation, and love both internally and externally
- Lead, support, and identify activities that foster a staff culture of inclusivity and safety

This team member will directly report to the Operations Manager, although they will also receive guidance and be accountable to the Senior Director of Operations and Vice President.

#### Qualifications

- At least 1 year of relevant experience in operations, administration, or facilities management; nonprofit or philanthropic setting preferred
- Strong organizational skills and ability to manage multiple projects with attention to detail
- Experience working directly with youth or youth-serving organizations is preferred
- Demonstrated alignment with G4GC's mission, purpose, and values, and experience communicating about racial, gender, and youth justice.
- Strong interpersonal and communication skills
- Ability to work both independently and collaboratively in a hybrid, values-driven environment.
- Willingness to work in-person to manage the coverage of the G4GC office and support occasional evening or weekend events

- Proficiency using cloud-based tools and systems (e.g., Google Workspace, Slack, Asana) preferred

### **Location & Salary**

This role is based in Brooklyn, New York with an expectation of working in-office an average of 3-4 times a week. The salary range for this position is \$60,000-70,000 yearly, plus a competitive benefits package that includes health coverage, retirement benefits, paid sick leave, vacation and holidays, tuition reimbursement, and access to professional development resources. Compensation is determined by a variety of factors including the candidate's experiences and qualifications aligned to the requirements of the role and internal pay equity.

### **EEO Statement**

G4GC is a sponsored project of Rockefeller Philanthropy Advisors (RPA). RPA is an equal opportunities employer. We value diversity in all senses—people, viewpoints, ideas, and approaches—and recruit staff and who reflect the communities in which we live, work, and serve.

### **To Be Considered**

Please submit your resume and cover letter expressing your interest in the position and fit for the role to [Mariah@g4gc.org](mailto:Mariah@g4gc.org).