



Texas Public Policy

F O U N D A T I O N

15TH ANNIVERSARY

Director of Operations

The Texas Public Policy Foundation is seeking a Director of Operations. This position will be filled by September 15, 2004.

Position Responsibilities:

- ★ Conducting the Foundation's daily operations;
- ★ Purchasing supplies and services;
- ★ Light accounting, to include tracking of purchases and expenses;
- ★ Identifying cost-savings opportunities;
- ★ Point of contact for Foundation vendors;
- ★ Overseeing mail operations and database;
- ★ Managing the Foundation's intern program;
- ★ Coordinating meetings and the Foundation's master calendar;
- ★ Coordinating travel arrangements;
- ★ Assisting in the coordination and execution of special events and meetings;
- ★ Some word processing and dictation; and,
- ★ Other duties as assigned by the Foundation president or designee.

Hours required:

- ★ Forty hours per work, though occasionally more as needed.
- ★ Generally, weekdays 8:15 am to 5:15 pm.

Qualifications:

A baccalaureate degree required.

- ★ Be a hard-working self-starter with professional initiative;
- ★ Have a familiarity with the work of the Foundation and its mission.
- ★ Have good organizational and multi-tasking skills;
- ★ Ability to use Microsoft Office Suite, QuickBooks;
- ★ General familiarity with databases and computer operations; and,
- ★ Flexibility in scheduling.

Compensation:

- ★ \$32,000 to \$38,000, varying with experience, plus benefits.

All inquiries should be referred to:

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