



Now Seeking Applications For  
**Operations Manager**

**Brief**

The Texas Public Policy Foundation has experienced tremendous organizational growth over the past few years. This growth in our organization has made it necessary to find an operations manager to assist all areas of the Foundation. This is a great opportunity for an applicant who is committed to promoting freedom to become involved with one of the premier free-market think tanks in the nation.

The Operations Manager will be responsible for maintaining and improving the integrity, integration, and accuracy of the various types of information stored in the Foundation's donor, contact, and financial systems. They will also be tasked with assisting the Foundation's transition from our current database to our new one. The salary range for this position is \$25,000 to \$35,000.

**Responsibilities**

- Process all donations received
- Ensure the integrity of information contained on the database
- Assist in transition to new database and web site, and facilitate the interoperability between the two
- Be main employee trainer/contact on the database
- Work with policy and marketing staff to maintain and update various contact lists
- Assist in the maintenance and upgrading of computer and network equipment
- Other administration/operational duties as needed

**Qualifications**

- Bachelor's degree; Business degree is preferred
- Basic understanding of Microsoft Office, database, and other business related software
- Knowledge of computer and network support is preferred
- Support and knowledge of free market principles
- Ability to analyze and comprehend complex operational problems facing the Foundation

**Please send salary requirement, references, resume and a writing sample to:**

Greg Sindelar  
Texas Public Policy Foundation  
[administration@texaspolicy.com](mailto:administration@texaspolicy.com)

*The Texas Public Policy Foundation is a non-profit, non-partisan research institute offering competitive salaries and benefits to qualified candidates.*

## About the Texas Public Policy Foundation

The Texas Public Policy Foundation is a 501(c)3 non-profit, non-partisan research institute guided by the core principles of individual liberty, personal responsibility, private property rights, free markets, and limited government.

The Foundation's mission is to improve Texas by generating academically sound research and data on state issues, and by recommending the findings to opinion leaders, policymakers, the media, and general public.

Funded by hundreds of individuals, foundations, and corporations, the Foundation does not accept government funds or contributions to influence the outcomes of its research. The president of the Foundation is Brooke Rollins.

A few quotes about the Foundation:

"I commend the Texas Public Policy Foundation for its excellent work in support of personal liberty and free markets."

– Milton Friedman

"TPPF has been very, very important to Texas, in providing... conservatives with the intellectual capital to make change."

– Railroad Commissioner Michael Williams

"TPPF offers real solutions for real Texans."

– Governor Rick Perry

"The Texas Public Policy Foundation has brought together specific proposals by some of the nation's best authorities on the most important issues facing our states..."

– Ronald Reagan

"More than a think tank for Texas, the Texas Public Policy Foundation is setting the standard by which other research organizations in the nation will be judged."

– John Fund, *Wall Street Journal* editorial writer

The Foundation's Operations Department is headed by Greg Sindelar, Director of Operations, and Bill Peacock, the Foundation's Vice President of Administration.

The Foundation's Board of Directors consists of:

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For more information about the Foundation, please visit [www.TexasPolicy.com](http://www.TexasPolicy.com).