

POSITION ANNOUNCEMENT

BUSINESS OPERATIONS ADMINISTRATOR



WHAT WE DO

Prebys Foundation (Prebys) is the largest independent private foundation in San Diego County. Dedicated to creating an inclusive, equitable, and dynamic future for all residents, the Foundation invests in four program areas: arts and culture, youth success, health and well-being, and medical research. With assets exceeding \$1 billion and grantmaking exceeding \$45 million annually, the foundation is in its fifth year of community engagement. Prebys works to drive excellence and create shared opportunities by investing in groundbreaking institutions, innovative ideas, and inspiring people—all with a view to ensuring that more people enjoy financial security, good health, and a sense of empowerment.

LEADERSHIP & CULTURE

This is an exciting opportunity to join a growing philanthropic organization as it works on groundbreaking initiatives to transform the San Diego region. Prebys is led by a dynamic senior leadership team dedicated to fostering a culture of individual growth and collective success. The Business Operations Administrator will join a supportive team of exceptionally talented, mission-driven staff, working collaboratively to build a strong foundation for Prebys to strengthen San Diego's future. They will report to Nikki Phair, Director of Operations. Since joining Prebys in 2020, Nikki has driven efficiency across the entire foundation, leveraging her diverse background in HR, technology, and compliance to improve processes and strengthen operations.

Every member of the Prebys team is collectively committed to upholding the Foundation's culture, specifically by maintaining the:

- Ability to uphold the Foundation's **Bridge-Builder** culture.
- Ability to uphold the Foundation's **Striver** culture.
- Ability to uphold the Foundation's **Human-First** culture

BENEFITS & FEATURES

- Salary: \$95,000 - \$110,000 DOE (*actual compensation based on experience, skills, and internal equity*)
- 401(k) with employer match
- 100% medical, dental, and vision coverage for employee and eligible dependents
- Life, AD&D, and disability insurance
- PTO: 4 weeks paid time off, 40 hours paid sick leave, 14 paid holidays
- Normal and reasonable expenses will be reimbursed per company policy
- To encourage the personal philanthropy of employees, Prebys matches eligible charitable contributions.

LOCATION

The Business Operations Administrator position is a hybrid role located in San Diego.

This role's primary work location is the Foundation's San Diego office (1420 Kettner Blvd, 7th Floor, San Diego, CA 92101). This role is required to be on site Monday through Thursday, with remote work scheduled for Fridays. Hybrid work may be performed remotely within California, subject to business needs and supervisory approval. Remote work performed outside of California requires prior written authorization.

This schedule is subject to change based on organizational needs and work assignments.

This position is classified as Non-Exempt under the Fair Labor Standards Act (FLSA) and applicable California Wage Orders.

POSITION SUMMARY

The Prebys Foundation offers a rare opportunity to make a significant impact as part of a nimble and dynamic operations team of four. The Business Operations Administrator reports to the Director of Operations and plays a pivotal role in ensuring the physical environment, operational systems, and administrative workflows run smoothly and efficiently. This position is the backbone of organizational effectiveness, supporting all departments by balancing a focus on facilities and compliance with administrative process improvement. Working closely with the Director of Operations, the Administrator serves as the first point of contact, creating a welcoming and professional atmosphere while overseeing the daily functionality, safety, and compliance of the office. This role proactively manages facility needs, streamlines operational processes, and upholds high standards for both the staff and guest experience. This is an exceptional opportunity for a highly organized and resourceful self-starter with a solutions-oriented mindset. The Administrator's strong communication and project management skills are key to maintaining a secure, productive, and professional environment while supporting the organization's evolving operational needs.

DUTIES & RESPONSIBILITIES

Office & Reception Management

- Serve as the professional first point of contact for all visitors, creating a welcoming atmosphere while managing and directing all incoming communication (phone calls, mail, and general inquiries).
- Ensure the daily operational readiness of the office environment, performing walk-throughs, maintaining all common areas, and managing supply inventory for breakrooms and general office needs.
- Proactively manage and support all meeting logistics and office catering, including full conference room setup, technology readiness, and cleanup.
- Uphold a secure workplace by managing access systems, key distribution, and visitor protocols.

Facilities & Compliance Administration

- Serve as the primary liaison with building management and external maintenance vendors, proactively addressing facility needs and coordinating timely repairs.
- Conduct and document routine inspections for both safety and HR compliance, escalating issues as necessary to maintain a secure and functional workplace.
- Support the development and communication of emergency preparedness plans and risk mitigation protocols.

Operations Strategy & Process Support

- Lead efforts in process development and continuous improvement, identifying opportunities to streamline administrative and operational workflows to reduce redundancy.
- Maintain accurate records, documentation, and Standard Operating Procedures (SOPs) for key operational functions, ensuring organizational consistency and accountability.

- Facilitate efficient Operations team meetings by managing agendas, taking minutes, and tracking follow-up tasks and internal deadlines.

Additional Duties

- **Project Management:** Manage special projects as assigned by leadership, working cross-collaboratively to support project planning, coordination, and execution while tracking budgets, invoices, and maintaining shared tools to support project workflows.
- **Event Logistics:** Assist with the planning, vendor coordination (catering, venues, accommodations), and on-site support for organizational events.
- **Operational Backup:** Cross-train and serve as the primary backup for the Technology and Events Administrator, ensuring continuity in daily functions and acting as a flexible team player to support other operational needs when required.
- **Financial & Contract Administration:** Oversee vendor billing and support operations budget tracking. This includes ensuring contract compliance (including payment scope), coordinating insurance policy renewals, and maintaining adherence to company credit card practices.
- Other duties as requested by management.

BACKGROUND PROFILE

- Relationship management experience with excellent communication skills, providing superior customer service and communicating effectively, collaboratively, and diplomatically across a broad range of internal and external constituents.
- Strong organization and prioritization skills with the ability to manage several projects simultaneously, with exceptional attention to detail; initiative-taking; motivated, with a positive personality and excellent follow-through.
- Practical knowledge of facilities management, risk awareness, and workplace health, safety, and compliance standards.
- Demonstrated experience in administrative management, including fundamental knowledge of budget tracking, contract oversight, and operational expense management.
- Proficiency with office technology platforms (e.g., Microsoft 365, SharePoint, Teams, Monday.com).

EQUAL OPPORTUNITY EMPLOYER

Prebys Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. We encourage applicants of all backgrounds.

AT-WILL EMPLOYMENT

Employment with Prebys Foundation is at-will. This means either the employee or Prebys Foundation may end the employment relationship at any time, with or without notice or cause, in accordance with applicable law.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:

Sarah Thompson, Senior Director, Blair Search Partners
1855 1st Ave., Suite 300, San Diego, CA 92101
sarah@blairsearchpartners.com