



Job Posting

Operations Support Partner

Invest STL is searching for a new team member to assist with administration, internal operations support, and office management for our expanding team and evolving operations.

Applications will be accepted through October 23, 2025.

Background

Invest STL facilitates investment in the power of people and their neighborhoods to create communities of justice and opportunity in places that continue to endure the legacy of systemic anti-Black racism. We seek to do this by generating trust-based, community-driven, neighborhood-based investments; investing in the regional community and economic development system; influencing policies and decision-making that advance equitable development; and reframing prevailing narratives in our region about predominantly Black neighborhoods and the people, power, challenges and dreams that they hold. Catch a glimpse of who we are and how we work [here](#).

The Operations Support Partner will provide administrative and strategic support to the Operations Team, including filtering and attending to the day-to-day functions of the organization in support of the team working on programmatic and strategic initiatives.

This role will report to the Operations Director and ultimately provide coordination, consistency, and continuity across multiple efforts and will need to be able to exercise good judgment and maintain confidentiality while performing a variety of complex and sensitive tasks.

Position Responsibilities

Administrative + Team Support:

- Support the implementation of operational improvements and efficiencies of organizational practices
- Support implementation of internal organizational operations and people policies to maintain a healthy, respectful, and just work environment.

- Support basic fiscal processes such as aggregating receipts for reconciliation and submitting invoices for payment.
- Coordinate travel arrangements for internal team and external partners, as needed.
- Handle sensitive and confidential information with the utmost integrity and discretion.

Office + Event Management:

- Provide administrative support to ensure efficient operation of the office.
- Oversee the procurement and management of office supplies, equipment, and team-specific supplies.
- Monitor general phone and voicemail, and organizational email inbox, prioritizing, and promptly responding to inquiries, and/or directing messages to appropriate team members.
- Assist team with logistics for meetings, events, trainings, and conferences, including catering, vendor, and venue arrangements.

Project Management:

- Assist in the planning and execution of special projects and initiatives
- Monitor project timelines, deliverables, and follow-ups to ensure successful project completion.
- Assist in the onboarding of new personnel and exiting of transitioning personnel.
- Conduct research and gather data to support organizational decision-making, operational efficiency, and strategy development.

Other Duties

- Be available for occasional night and weekend events.
- Contribute to building out the team and culture of Invest STL in collaboration with the team.
- Serve as a thought partner by informing and contributing to Invest STL's evolving ways of working and commitment to embracing our guiding principles – and calling us in when intent and impact are not aligned.
- Carry out special projects as organizational needs and individual interest/expertise align.

Required Qualifications and Critical Qualities

While the chosen candidate may have experience with many of the responsibilities of this role, we are specifically looking for a team member that has a notable track record of building and managing internal processes that support collaborative, efficient workflows.

To start, the candidate will meet these critical qualifications:

- At least one year of experience serving in a paid, full-time capacity as an organizational administrator, operations specialist, or similar capacity.
- Keen ability to gather and interpret relevant information, and develop recommendations for improved organizational functioning.
- Proficiency with Microsoft Office and Google Workspace applications.
- Strong time and project management skills.
- Clear, concise, efficient written and verbal communication style when relaying policies, processes, and solutions.
- Firm understanding of your personal boundaries for maintaining a work-life balance that is healthy for you and supports you consistently meeting the expectations of the role.
- Demonstrated ability to exercise sound judgment, initiative, and tact when interacting with work team, colleagues, our community, partners, and whoever walks through our doors.

Additionally, we are seeking out candidates that are competent in, and have the mindset for:

- Fulfilling Invest STL's mission and vision for the St. Louis region.
- Prioritizing responsibilities, tasks, and schedules across multiple projects.
- Being a proactive and resourceful problem solver, and motivated vs. halted by complexity in systems, relationships, and work products.
- Building relationships with humility, leading with a listening/learning posture, and operating with discretion.
- Ensuring accuracy in detail-oriented projects, tasks, and coordination.
- Engaging positively in a team environment

Compensation and Benefits

The salary range for this full-time position is \$58,656 - 63,000. The starting salary range is \$58,656 - 62,565. To support pay equity, the starting salary will be our highest and best offer based on experience, qualifications, and record of achievement without negotiations.

Invest STL covers 100% of medical, dental, and vision insurance for employees and 50% for dependents. Unlimited PTO, 401(k) match, disability and life insurance, an individual professional development and technology budget, Employee Assistance Program, as well as additional services and benefits from our PEO are part of the total compensation package.

Team Culture

We are a growing team transitioning from startup to standout. We do our best, and sometimes we fall short. We aim to be thoughtful and courageous in our work. We relish a work environment that inspires and supports us to grow personally and professionally. We

understand that our work, which we are deeply committed to, is but one component of our multifaceted lives.

We maintain a hybrid work schedule, operating from our office, homes, and elsewhere as the work permits. We meet as a full team in person on Thursdays. We are a highly collaborative team. Our culture is best suited for team members who are able to receive direction on work scope and expectations, then enjoy having the space to design, manage, and be accountable for their own approach to meeting expectations within an agreed upon timeline. We use Trello, Google Workspace, Outlook, and Teams to manage workflows and progress towards quarterly and annual work plans.

Application and Additional Information

Applications will be accepted through October 23, 2025.

Please submit:

- Your resume.
- A personal narrative on your commitment and practice towards racial equity, justice and healing.
- Written responses to the following prompts (within the online application):
 - What does our mission mean to you from the role of the potential Operations Support Partner?

*Invest STL is very much interested in your original thoughts and responses. Answers will be screened, and candidates will be disqualified, for AI-generated responses.

We will evaluate candidates in three rounds from October 27 - November 14, 2025, with the most aligned candidates for our needs progressing each round. An initial de-identified review of all applications will occur, followed by two rounds of interviews. We anticipate our new team members to start on or near December 1, 2025.

In alignment with Invest STL's intent on building the capacity and strength of partnering organizations, Invest STL will not recruit personnel from organizations that are active partners or recipients of funding from Invest STL. Exceptions to this principle, though rare, may be individually considered.

Invest STL prohibits discrimination and harassment of any type and affords equal employment opportunities to team members and applicants without regard to race, color,

religion, sex, national origin, disability status, gender identity or expression, veteran status, or any other characteristic protected by law. Invest STL conforms to the spirit as well as to the letter of all applicable laws and regulations. Invest STL prioritizes diversity in many forms in the workplace and celebrates it in our community.

During the open application period, we request that applicants refrain from contacting staff directly with questions or requests regarding the position or application process. To ensure fairness and transparency, all communications and questions related to the position and application process should be directed to Invest STL at info@investstl.org.