



## **Director of Operations**

**Status:** Full-time, Exempt

**Location:** Syracuse, NY

**Reports to:** Executive Director

**Salary Range:** \$70,000 - \$85,000

## **The Opportunity**

At the William G. Pomeroy Foundation, we're more than just a grantmaking organization—we're cancer fighting warriors, storytellers, community builders, and history champions. Every "For Life" grant we make helps save lives. Every "For History" marker we fund tells a story, honors a legacy, and strengthens the fabric of a community. When you join our team, you're not just taking a job—you're stepping into a mission that changes lives.

As **Director of Operations**, you'll have the opportunity to grow professionally while making a tangible impact across the country. What you do here is mission critical. You'll help power a team that's fighting cancer and installing historical markers from coast to coast—preserving history, inspiring pride, and transforming places.

We're a passionate team that dreams big and delivers. We support each other. We celebrate wins. And we show up every day knowing that what we do matters. You'll thrive here if you're a systems thinker, a trusted advisor, a hands-on doer, and someone who wants to feel proud about the impact they make each day. If you're looking for purpose, collaboration, and the chance to be part of something bigger, you'll feel right at home here.

## **What You'll Do: Lead, Strengthen, Streamline**

### **Operations**

- Drive continuous improvement in operations and office systems.
- Help structure strategic partnerships with grant recipients.
- Manage IT infrastructure, cybersecurity, and vendor relationships.
- Ensure a well-equipped and organized physical office environment.

## **Accounting**

- Own the financial pulse of the organization — from budgeting and forecasting to reporting and compliance.
- Deliver accurate, insightful financial reports.
- With the support of external accountants, manage audits and tax filings.

## **Human Resources**

- Be a champion of people: manage payroll and benefits with the support of external HR experts.
  - Lead recruitment, onboarding, and development efforts.
  - Help sustain a positive, inclusive, and purpose-driven culture.
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## **What We're Looking For**

### **Qualifications & Experience**

- 5+ years of progressive experience in operations
- Expertise in QuickBooks and Bill.com or similar accounting solutions
- Reporting, budgeting, and forecasting experience
- Knowledge of HR best practices and employment law

### **Skills & Strengths**

- Strategic and tactical thinking
- Detail-oriented with excellent follow-through
- Tech-savvy and systems-minded
- High integrity, sound judgment, and discretion
- Clear, confident communication style
- Curious with a willingness to learn

### **Bonus Points For:**

- Bachelor's degree in business, accounting, management, or related field
- CPA, SHRM, or PMP certification

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## What We Offer

- **A mission that matters.** You'll help preserve history, support cancer patients, and connect people to something bigger.
- **A team that supports you.** We're small, close-knit, and driven—and we have fun while doing meaningful work.
- **A package that takes care of you.**

## Benefits include:

- Medical, dental, and vision insurance
- Generous employer retirement contributions
- Paid vacation, sick leave, and holidays
- Ongoing professional development

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## How to Apply

Submit a PDF including your cover letter and resume to [jobs@wgpfoundation.org](mailto:jobs@wgpfoundation.org) with the subject line: **"Your Name–Operations."**

Applications will be reviewed on a rolling basis beginning **June 12, 2025**. The position will remain open until filled.

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## About Us

The **William G. Pomeroy Foundation®** is a private foundation based in Syracuse, NY, with a dual mission: improving outcomes for blood cancer patients and celebrating community history across the U.S. Since 2006, we've funded over **2,700 historical markers** in **49 states**—from local legends and historic trails to folklore, foodways, and forgotten stories. To learn more, visit: [wgpfoundation.org](http://wgpfoundation.org)