

**Position Title:**

Operations Director, HRVI

**Department/School:**

Hudson River Valley Institute

**Salary/Pay Rate:**

\$65,000 - \$70,000

**Job Summary:**

The Operations Director is responsible for pursuing and stewarding sources of support from gifts and grants, assisting with the production and distribution of all HRVI publications, with focus on retail sales of The Hudson River Valley Review, assisting with planning and execution of all HRVI events, providing and maintaining content for HRVI's Digital Library, and supervising student employees and interns. The Operations Director reports to HRVI's Executive Director and works closely with HRVI's Senior Program Director. The ability to work as part of a team is essential for this position.

**Minimum Qualifications:**

- Bachelor's degree in a related field
- 5-8 years of relevant experience

**Essential Functions:**

The Operations Director performs a wide range of duties at the Hudson River Valley Institute.

Duties include:

- Identifying foundation support prospects and writing grant proposals
- Stewarding gifts and grants
- Assisting with production and distribution of HRVI publications, specifically The Hudson River Valley Review
- Assisting with planning and execution of HRVI events
- Developing and maintaining content for HRVI's Digital Library
- Supervising student employees and interns
- Other duties as assigned.

**Preferred Qualifications:**

- Master's degree in a related field

**Required Application Documents:**

Resume, Cover Letter, & Contact Information of 3 Professional References

**Benefits:**

The position includes a comprehensive benefit package\*. Benefits for this position include but are not limited to the following:

- 3 weeks of paid vacation. 4 weeks of paid vacation beginning in the 6th year of employment.
- Unlimited paid sick time.
- 14+ paid holidays per year.
- Medical, Dental & Vision insurance programs at a 15% employee / 85% employer contribution rate. Flexible Spending Accounts (FSA) and Dependent Care (FSD).
- Life insurance.
- Generous short-term and long-term disability programs and workers compensation.
- 403(b) defined contribution plan:
  - First 6 years College contributes 7.5%, Employee contributes a mandatory 4%.
  - College contribution increases to 10.5% in year 7, and 12% after 15 years.
  - Employee contribution decreases to 1% in year 7. Remains 1% thereafter.
  - *Typical eligibility requirements: 1 year of service and 1,000 hours with Marist College.*
- 403(b) Tax Deferred Annuity – Roth option available. Voluntary, up to IRS maximum contribution.
- Tuition Benefits:
  - Up to 16 undergraduate credits per semester. Up to 18 graduate credit per academic calendar. Eligibility extends to employee, spouse, and dependent children under age 26.
  - College pays 100% tuition only.
  - Eligible dependents may be Reimbursed up to \$2,000 per semester towards tuition at another accredited institution.

*\*Eligibility requirements including waiting periods and/or employee probationary periods may apply at the discretion of the College.*

**About the Department/School:**

The Hudson River Valley Institute is a Center of Excellence at Marist College dedicated to the study of the history and culture of the Hudson River Valley. Its many initiatives include the

publication of a peer-reviewed journal of regional studies, The Hudson River Valley Review, public programs on regional history and culture, the management of a Digital Library and website, internship experiences for Marist students, and partnerships with organizations throughout the region and beyond.

### **About Marist College:**

Located on the banks of the historic Hudson River and at its Florence, Italy campus, Marist College is a comprehensive, independent institution grounded in the liberal arts. Its mission is to “help students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century.” Marist educates approximately 5,000 traditional-age undergraduate students and 1,200 adult and graduate students in 53 undergraduate majors and numerous graduate programs, including fully online MBA, MPA, MS, and MA degrees, and also Doctor of Physical Therapy and Physician Assistant programs. Marist is consistently ranked among the best colleges and universities in America by The Princeton Review (Colleges That Create Futures and The Best 386 Colleges), U.S. News & World Report (3rd Most Innovative School/North), Kiplinger’s Personal Finance (“Best College Values”), and others. Marist’s study abroad program is ranked #1 in the nation by the U.S. State Department’s “Open Doors Report” and has also received the Senator Paul Simon Award for First Year Abroad programs in Italy and Ireland. Marist’s Joint Study partnership with IBM, which began in 1988, has brought the College the kind of world-class technology platform typically found at leading research institutions. To learn more, please visit <https://www.marist.edu/about>

### **Equal Employment Statement:**

Marist College is committed to creating a diverse workforce on our campus by ensuring that barriers to equal employment opportunity and upward mobility do not exist here. To this end, the College will strive to achieve the full and fair participation of minorities, women, people with disabilities, and any other protected groups found to be under represented.

Equal opportunity means employment, development, and promotion of individuals without consideration of race, color, disability, religion, age, sex, marital status, national origin, sexual orientation, or veteran status unless there is a bona fide occupational requirement which excludes persons in one of these protected groups. The College will review its employment policies and procedures to ensure that barriers which may unnecessarily exclude protected groups are identified and eliminated. The College will also explore alternative approaches if any policy or practice is found to have a negative impact on protected groups.

Marist's policy of non-discrimination includes not only employment practices but also extends to all services and programs provided by the College. It shall be considered a violation of College policy for any member of the community to discriminate against any individual or group with respect to employment or attendance at Marist College on the basis of race, color,

disability, religion, age, sex, marital status, national origin, sexual orientation, veteran status, or any other condition established by law.

**Quicklink to apply:** <https://careers.marist.edu/cw/en-us/job/493719?!ApplicationSubSourceID=>