



JOB DESCRIPTION

POSITION TITLE: Operations & Partnerships Liaison

Location: Kansas City, MO (full-time, in-office)

Reports to: Senior Director-Operations & Infrastructure

Salary Range: \$58,000 – \$68,000 per year

ORGANIZATION OVERVIEW:

In 1988, civic leader and entrepreneur Paul DeBruce founded The DeBruce Foundation to support those in need in Kansas City and beyond. Mr. DeBruce challenged The Foundation to transcend the scope of a traditional philanthropy and embrace market forces as a lever to expand pathways to economic growth and prosperity. He assembled a transformational team of experts charged with identifying opportunities to maximize impact in the years to come.

Today, The DeBruce Foundation partners with educators, employers, and agencies to change how people pursue careers and economic well-being. Through the provision of data-informed tools, training, and resources, The DeBruce Foundation supports individuals and organizations in unlocking their potential, meaningfully navigating career transitions, and upskilling workforces. The Foundation is committed to leading with a healthy spirit of innovation and an ethos of sustainability to ensure that The Foundation's impact is both broad and deep.

JOB SUMMARY:

The Operations & Partnerships Liaison is a dynamic, full-time, in-office role that supports the mission of The DeBruce Foundation by ensuring operational excellence and fostering strong external relationships. This position provides high-level administrative support to the Executive Team while serving as a key liaison for community partners, vendors, and event stakeholders.

The ideal candidate is a proactive and detail-oriented professional who thrives in a fast-paced, mission-driven environment. With a strong customer service mindset and exceptional communication skills, this individual will manage daily operations, coordinate partner engagement efforts, and contribute to a collaborative team culture that amplifies the Foundation's impact across Kansas City and beyond.

KEY RESPONSIBILITIES:

- Provide general administrative support for the Executive Team to ensure smooth daily operations.

- Monitor and respond to inquiries from The DeBruce Foundation general email accounts.
- Serve as the primary point of contact for select partners.
- Attend occasional local chamber of commerce meetings and events on behalf of the Foundation.
- Support partner engagement through timely follow-up, accurate information sharing, and relationship management.
- Manage event proposals and coordinate logistics for partner participation in events.
- Maintain accurate tracking and reporting of projects, events, and partner activities in a project management system.
- Assist with the preparation of partner contracts, reports, presentations, and materials for internal and external use.
- Provide backup for Community Relations Coordinator in supporting onsite/off-site event planning logistics and efforts including but not limited to:
 - Greeting visitors and support a positive guest experience
 - Ordering catering, reserving meeting space, setting up AV/video conferencing, misc. supplies, equipment
 - Managing invitations, registrations, and gift incentives
 - Scheduling photographer/videographer
 - Preparing and distributing printed or promotional material to off-site locations
 - Managing the planning and logistics for Board meetings, including preparation and distribution of agendas, minutes, reports
 - Booking travel arrangements for staff and others, as needed
 - Open, sort, and distribute incoming correspondence, including faxes and emails
 - Maintain records of in-kind related gifts and track/code credit card receipts

CORE COMPETENCIES AND ATTRIBUTES

- Organizational skills and attention to detail
- Proficiency in project management tools (e.g., Asana), Microsoft Office, Google Suite
- Prioritization, time management, and multitasking
- Discretion, confidentiality, and customer service orientation
- Strong communication (writing, editing, verbal)
- Interpersonal and collaboration skills
- Passion for career literacy and workforce readiness
- Proactive, adaptable, and mission-driven mindset
- Self-starter with initiative and creativity

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

- Associate's Degree, BA/BS degree, OR proven work experience that demonstrates competency in the required skill sets
- Minimum 2-3 years as Sr./Exec. Admin Assistant, Office Manager, paralegal, or similar position

- Experience with MS/Google systems and budgeting tools
- Proven relationship-building with diverse stakeholders
- Desired: Certifications in customer experience, guest service, or office management
- Preferred: Experience in nonprofit, education, or entrepreneurial settings
- Preferred: Experience reporting to multiple department and leaders

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, and the names and contact information for three professional references in one single PDF to careers@mazur-co.com by 12:00 Noon CT on Friday, October 31, 2025. Applications will be reviewed on a rolling basis. The posting period may be extended if needed.

ABOUT THE DEBRUCE FOUNDATION

The DeBruce Foundation is a national foundation whose mission is to expand pathways to economic growth and opportunity. The Foundation is committed to helping individuals unlock their potential and find career pathways. By developing solutions such as the Agile Work Profiler®, we change how people pursue careers. By partnering strategically, we increase experiences and exposure to widen career opportunities, starting with youth and working across the lifespan. Learn more at www.DeBruce.org.

The DeBruce Foundation is an equal opportunity employer, and encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.