

The DuPage Mayors and Managers Conference (DMMC), a council of governments representing thirty-five municipalities in DuPage County, is excited to announce an opening for an **Operations and Program Manager**.

We are a collaborative, mission-driven organization that values teamwork and shared success. As a small but mighty team of dedicated professionals, we are looking for someone who thrives in a supportive environment and wants to contribute to projects that make a regional impact. At full capacity, our team consists of seven staff members, which means your contributions will be visible, valued, and essential to our mission. If you enjoy variety in your work, problem-solving, and contributing to a team-focused culture, we encourage you to apply.

DMMC offers an excellent benefits package—including 401(k), health/dental/STD/LTD/life insurance, and paid time off—and a starting salary of **\$65,000+ DOQ**.

### **Key Responsibilities**

Reporting to the Executive Director, you will support program services, human resources, operations, and financial tasks, ensuring DMMC operates efficiently and effectively.

#### Program Services

- Assist with committee formation and officer recruitment
- Manage Strategic Plan reporting and the annual Value Statement
- Attend County Board and Committee meetings weekly and prepare summaries for members
- Provide administrative and logistical support for member meetings
- Assist with Board, Committee, and Conference Business Meetings, as well as annual events, working with the team on logistics, materials, and follow-up
- Monitor external programs and analyze policy impacts for members, preparing summaries and reports as needed
- Support ongoing programs, projects, and new initiatives, including legislative advocacy efforts, in partnership with fellow staff and the Executive Director

#### Human Resources

- Recommend updates to personnel policies and procedures
- Coordinate hiring processes and professional development opportunities
- Oversee compensation analyses and salary adjustments
- Manage benefit plans and relationships with providers

## Operations and Finance

- Manage daily operations, facilities, and systems
- Identify opportunities to improve workflows and streamline processes
- Support financial reporting procedures, data entry, and research
- Assist with budget documents and related materials
- Review financial and accounting data for accuracy

## **Qualifications**

- Bachelor's degree in public administration or related field (Master's preferred) or relevant work experience
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to manage responsibilities independently while contributing to a team environment
- Excellent interpersonal skills and collaborative mindset
- Experience working with local government preferred
- Knowledge of Human Resources principles or the ability and willingness to learn
- Working hours vary with occasional attendance at morning/evening events and meetings

## **Application Process**

Applicants must submit:

- Cover letter (including salary requirements)
- Resume (education and relevant experience)
- Three professional references
- Three writing samples

This opportunity is ideal for someone who wants to contribute to a **positive, team-focused environment** and is committed to supporting meaningful work that strengthens local government and communities across DuPage County. To apply please send the requested documents to [squintell@dm-mc-cog.org](mailto:squintell@dm-mc-cog.org). Open until filled. First review of applications October 8, 2025.