

Please submit a copy of your resume to info@thegatheringsource.org accompanied by a cover letter telling us why you are interested in working for The Gathering Source.

JOB TITLE: Operations Manager

REPORTS TO: Board of Directors President

Part-Time (20-25 hours/week)

SCHEDULE: Flexible with core business hours

BENEFITS: Paid vacation and personal days

POSITION SUMMARY

The Operations Manager will have overall strategic and operational responsibility for The Gathering Source.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundamental Responsibilities

Strategy Implementation

- In conjunction with the board, develop strategies that ensure ongoing programmatic excellence, rigorous evaluation, and consistent quality of operational systems.
- Team with the board to establish effective processes that enable programs to achieve long- and short-term goals and objectives.

Office & Facility Management

- Perform daily operations of office: scheduling of office volunteers, coordinate and manage contracted services,
- Perform daily operations of facility: schedule maintenance, building and grounds upkeep.

Finance

- Manage financials of the organization: oversight of bookkeeper and accountant, ensure profit/loss on track with budget.
- Work with the board for ongoing assessment of funding needs.

Marketing/Communications

- Deepen and refine all marketing and communication from web presence to external relations with the goal of maintaining and creating a stronger brand.

Program Oversight and Management

- Serve as ex-officio of each committee to ensure that high quality, relevant and strategic programming is offered.
- Oversee an evaluation process of programs and of the organization's work.
- Publish and communicate program results.

- Manage daily operations of programs: inventory, ordering, volunteer management, reporting,
- Collaborate across all sectors including business, nonprofit, public, and educational to meet program needs.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Experience in a related field.

KNOWLEDGE, SKILLS AND ABILITIES

- Thoroughly committed to The Gathering Source mission and vision.
- Leadership and management experience.
- Possess sufficient technology knowledge to direct the activities of the programs and to advantageously employ technology in implementation of the initiatives.
- Prefer knowledge of Microsoft, Quickbooks Online, and Network for Good and/or other fundraising/donor management platform.
- Possess a proactive and collaborative leadership style that values the inputs of all stakeholders and key partners, and that motivates and empowers the participation of others in the attainment of goals of The Gathering Source.

WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is generally performed in an office environment and routinely requires employees to perform the following while carrying out the essential functions of this job:

- Use standard office equipment (computer, phone, printer/copier, etc.).
- Sit for long periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Drive occasionally to offsite businesses for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.