

Title: Operations Manager
Reports to: Executive Director

FLSA Status: Full Time | Exempt
Date: June 2018

Summary Description: This position's primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's operations functions. Working closely with the Executive Director, Operations Manager manages the internal day-to-day operations. Specifically, responsible for fiscal and budgetary management, purchasing, Human Resources, and payroll. Responsible for a wide range of administrative and executive support related tasks: Production of documents, filing, records maintenance, database management, and other clerical services. Other duties include: organizing office operations, monitoring budget, and accounting.

Principal Responsibilities:

- Bookkeeping
- Assists in overseeing financial accounts: both operating and development
- Administer Payroll
- Oversee the fiscal operation of SAY Sí through budget planning and management processes
- Prepare budget presentations and reports for the Board of Directors, working closely with the ED
- Maintain records and files for HR/staff, insurance, and expenditures
- Provide administrative support to programming staff (creating budgets, purchasing, logistics, etc.)
- Helps maintain and track monthly costs and annual budget
- Performs other related duties as assigned by the Executive Director

Administrative Support:

- Proofreads proposals and outgoing communications
- Some grants evaluation and reporting
- Drafts memoranda, routine correspondence, and reports
- Provides Gallery sales support
- Assists in managing special events and fundraisers
- Provides assistance with phone calls, program inquiries and general correspondence

Qualifications:

- Bachelors in Accounting or Business Administration or related field preferred
- 2-4 years in an administrative position with accounting or business administration duties
- Experience in administrative capacity in budget, planning and development
- Ability to multitask and handle competing demands; prioritize and manage focus and productivity effectively; ability to manage time and meet deadlines
- Organizational and general clerical skills
- Proficiency in Mac interfaces and all Microsoft Office applications, including mail merge
- Proficiency in Quickbooks Online
- Excellent writing, editing, and proofing skills
- Familiarity with and commitment to social justice

Schedule: Challenging full-time schedule, generally 9 AM to 6 PM, Monday through Friday. Schedule subject to change, may include some weekend and evening hours.

To Apply:

All potential candidates will need to submit **PDFs of their resume/CV (including references) and cover letter** from instructor or supervisor to **nicole@saysi.org**

Email Subject line: Application for Operations Manager

Letters - ATTN: Nicole Amri, Program Director

Applicants are encouraged **but not required** to share writing, art, design or otherwise creative work samples/portfolios. Submissions will be accepted until position is filled. **No phone calls please.**