



Position: Operations Manager – 30 hours per week
Location: 704 Symons St. Richland, WA 99354
Schedule: Monday – Friday, 10am – 5pm. Occasional evenings and weekends required for meetings and events.
Compensation: \$32,000 - \$40,000 annually DOE

About the Organization

Arts Center Task Force (ACTF) is the 501c3 nonprofit working to build the Mid-Columbia Performing Arts Center; a state-of-the-art venue and gathering space that will provide a home for the numerous arts organizations already active in our community and advance the cultural and economic vitality of the Tri-Cities.

Overview of the Position

Are you passionate about the arts? Do you want to be a part of something meaningful that will have a lasting impact on the quality of life for Tri-Citians? ACTF is looking for an organized, detail-oriented professional to join us as our Operations Manager. The Operations Manager reports to the Executive Director and is responsible for managing the day-to-day functions of the Arts Center Task Force Headquarters, as well as leading fundraising efforts for ongoing operations. Please apply by submitting a resume and cover letter to phinney@artscentertaskforce.com, subject "(Last Name) - Operations Manager"

Job description:

- Works with the Executive Director to develop, maintain, evaluate, and continuously improve Arts Center Task Force's day-to-day operations systems, processes, controls, and policies.
- Supports human resources activities by scheduling and supervising part time staff and volunteers, developing and maintaining an employee/volunteer handbook, developing, maintaining, and carrying out new employee/volunteer on-boarding procedures and exit protocols, etc.
- Serves as person in charge of the ACTF office in the Executive Director's absence.
- Coordinates with the Executive Director, Board Treasurer, and outside accountant to maintain financial workflow and records.
- Performs ongoing office administrative tasks including file maintenance, answering the telephone, monitoring mail, responding to emails, assisting with correspondence and mailings, greeting guests, and problem solving.
- Supports the Fundraising Committee Chair through data entry, gift acknowledgement, and fundraising mailings and events.
- In collaboration with the Fundraising Committee, leads operations fundraising efforts through a range of channels, including grant submissions and grant management, fundraising events, direct solicitation, sponsorships etc.
- Schedules and coordinates staff, board, and committee meetings and appointments, and maintains organizational calendars.
- Assists with communications including newsletters, website updates, social media management, and presentation development and review.
- Provides support in event planning and outreach.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Maintains supplies inventory by monitoring stock and placing supply orders as needed.
- Contributes to team effort by completing other tasks as assigned.

Skills, Abilities, and Qualifications:

- Experience managing the day-to-day functions of a multi-faceted professional environment.
- Working knowledge of, or ability to quickly learn, fundraising principles and best practices.
- Fundraising, sales, hospitality, or event planning experience.
- Experience communicating with people from diverse backgrounds.
- Experience in resolving conflict or managing the grievance process.
- Excellent organization skills.
- Excellent communication skills, both written and verbal.
- Ability to represent the organization in a positive, professional manner to all constituents, the media, and the general public.
- Ability to thrive in highly collaborative environments.
- Ability to work independently, complete tasks, and meet deadlines.
- Demonstrated ability to adapt to new situations.
- Ability to keep sensitive information in strict confidence.
- Working knowledge of website management and social media management.
- Ability to work in an office environment, including seated work at a computer for extended periods.