

THE BEDFORD CITIZEN

JOB DESCRIPTION

Job Title: Operations Manager
Reports To: President and Publisher
Proposed Compensation: \$15/hour; 10-15 hours per week with a 20 hour per week maximum

Summary Description:

Working at the direction of the president and publisher, the Operations Manager (OM) will also work closely with the Chair of the Fundraising Committee on the design and execution of processes and the completion of tasks that increase the efficiency and effectiveness of the Executive Committee in particular and the organization as a whole. The OM will attend Executive Committee meetings as a function of the position and while not a voting member of the Executive Committee is expected to actively participate in meetings.

The successful candidate will have excellent communication skills (written and oral) and demonstrated (general) computer fluency. Previous experience must include work with at least one database software program and demonstrated close attention to detail and ability to follow up and monitor ongoing activities across the organization. Previous experience with the grant application process is a strong plus.

Responsibilities:

- **Operations**
 - Produce monthly reports such as: income statement showing revenue and expenses; summary of Google and Facebook analytics; email subscriber numbers; comparisons to previous month, year
 - Oversee collection, retention, and access documents such as policy statements, minutes, agendas, Board information packets, and Board Book materials
 - Sponsorship and Bedford Guide billing and follow up
 - Manage database of reporters and writers (contact information, etc.)
 - Support to Board event and program committees
 - Miscellaneous administrative duties

- **Board Liaison**
 - Preparation for Board Meetings and Strategic Planning Meetings including scheduling/Doodle Polls; arranging for meeting room; preparing and sending Board information packets
 - Maintaining Board Books
 - Attend Board meetings

- **Fundraising Support**
 - Donor database: gifts (past and current); maintains Donor Wall on website
 - Annual Report
 - Collect mail 1-2 times per week from PO Box; coordinate check and bill drop off with Treasurer
 - Support for fundraising appeals such as: mail merging appeal letters; expediting mailing of appeals letters; implementing email appeals to subscriber list through Mail Chimp; assisting with communication to potential and existing sponsors
 - Grant support including gathering and maintaining information for grants; editing; securing signatures; monitoring time line for application deadlines
- **Other**
 - As assigned by President

Updated 2/9/2021