

Operations Director



Location: Milwaukee, WI

Position Type: Part-time

Type of Employment: Direct Hire

Job Description:

MARN is a non-profit, Milwaukee-based organization to a thriving arts community by responding the range of arts-related talent in the Southeastern Wisconsin region.

GENERAL SUMMARY: The Operations Director works closely with the Board of Directors in the areas of Programming, Finances, Fundraising, Marketing, Grants, Membership, Office Management, Website Content Management, Digital Communications, Volunteers and Outreach.

Reports To: Board of Directors

Characteristics:

- Ability to multi-task
- Ability to take direction from multiple sources
- Attention to detail, well organized
- Excellent time management skills
- Comfortable meeting new people and developing relationships
- Excellent work ethic; ability to work evenings and weekends as needed
- Excellent written and verbal communication skills
- Ability to problem-solve
- Ability to work independently and as part of a team
- Infectious enthusiasm for MARN's mission
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Essential Duties:

Programming, Grants, Membership, Office Management, Website Content Management and Digital Communications

Programming:

- Sits on Programming Committee
- Manages program budgets
- Responsible for program evaluation and surveys
- Participates in program development and implementation
- Sets program timelines and tracks progress of all programs and projects
- Develops program synopsis for Marketing Manager
- Manages and trains volunteers for programming events
- Publicize and Market all events
- Communicate knowledge of community as it relates to programming design and implementation
- Work with the community to find and participate in outreach events
- Advertise volunteer opportunities for programming events

Fundraising:

- Sit on the Fundraising committee
- Develop Finance reports for Fundraising efforts
- Assist with development and implementation of Fundraising efforts

Marketing:

- Sit on the Marketing committee
- Manage, develop and implement marketing strategies
- Manage social media accounts
- Manages marketing facets of website

Finance:

- Manages Quick Books account
- Reconciles Check Book
- Pays Invoices and Bills
- Assists Treasurer in developing Board report
- Reconciles Petty Cash
- Makes bank deposits
- Assists in developing operational budget with Treasurer
- Create P&L reports as necessary for committees

Grants:

- Sits on Grants Committee
- Writes and/or assists in writing grants
- Manages relevant grant reporting
- Manages grant cycles in Basecamp
- Compiles and mails or submits grant applications
- Manages grants accounts

Office Management and Digital Communications:

- Answers phone and checks messages
- Manages files both digitally and physically for Programming, Board Meetings, General Operations, Website Development and Grants.
- Manages e-mail account and responds to e-mail in a timely fashion
- Responds to Contact Form e-mails from website

Website Content Management:

- Develops content for website and posts
- Manages website home page in collaboration with Marketing Manager

Outreach and Membership Communication:

- Assists Marketing Manager in identifying and developing community partnerships
- Facilitates outreach as needed
- Can comfortably speak with the public about MARNmembership and assist potential member in joining
- Assists MARNmembers in updating their profiles
- Manages financial aspect of MARNmembers accounts
- Manages and trains volunteers for outreach events

Office Management and Digital Communications:

- Answers phone and checks messages
- Actively identifies and develops community partnerships
- Manages e-mail account and responds to e-mail in a timely fashion
- Responds to Contact Form e-mails from website

Qualifications:

- Bachelor's Degree
- Passion for MARN's mission
- Experienced and capable with a variety of computer programs
- Professional experience in program development, membership, development and association management.

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