



Operations Manager
Full Time
\$50,000 - \$60,000 (salaried, nonexempt)

To apply, please send a resume and cover letter to hello@LeadDSM.org.

REPORTS TO: Executive Director

SALARY RANGE: \$50,000 - \$60,000 Plus Benefits, Schedule Flexibility, and Room to Grow

IDEAL CANDIDATE:

Organized, detail-oriented, enthusiastic self-starter with in-depth experience in helping Lead DSM run effectively and efficiently. The ideal candidate appreciates the balance of structure, process improvement, and creativity in achieving Lead DSM's vision of a thriving community for all, served by an endless source of civic stewards, and wants to take our organization to the next level.

POSITION SUMMARY:

The Operations Manager is responsible for overseeing the day-to-day operations of Lead DSM, ensuring efficient, effective, and creative execution of program plans, events, donor management, and budget. This role requires a strong combination of organizational skills, the ability to manage multiple projects, planning ahead, and thinking outside the box.

PRIMARY FUNCTIONS:

- **Administrative Oversight:**
 - Manage general office operations, including equipment and supplies.
 - Maintain accurate financial records, enter data, and manage invoices.
 - Establish processes and timelines for organization.
 - Assist with organizing volunteer and board meetings.
 - Provide administrative support to executive director.

- **Program and Event Management:**
 - Collaborate with staff and volunteers to develop and implement logistical plans for Lead DSM programs and events that create an engaging, unique guest and participant experience.
 - Monitor program budgets and ensure efficient use of resources.
 - Identify new opportunities for efficiency and cost savings.
 - Assist with aspects of communication, promotion, and social media.
- **Alumni, Donor, and Sponsor Management:**
 - Maintain database of alumni, donors, and sponsors.
 - Ensure fulfillment of donor and sponsor agreements.
 - Manage donor recognition.
 - Collaborate with staff to implement alumni membership campaigns.
 - Assist with securing program and event sponsorships.
- **Relationships:**
 - Occasionally represent the organization at community events and conferences.
 - Build relationships with board members and volunteers.

QUALIFICATIONS:

- Bachelor's degree or related experience.
- Minimum of 5 years of experience in operations management, preferably including event management and program logistics.
- Reasonable schedule flexibility to accommodate Lead DSM programs and events.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills, including experience with writing for newsletters, email, and social media.
- Proficiency in Microsoft Office Suite, Quickbooks, and other relevant software.
- Ability to transport program materials and supplies between office and program locations.