

Tuesday, June 14, 2016

Operations Manager

Company: Culture For One, Inc.

Location: New York, NY

Compensation: \$30K-\$38K, depending on experience

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About the Organization:

As a grassroots NFP, Culture For One's mission is to inspire New York City children living in foster care by providing cultural experiences and exposure to a broader world. Access to the arts, rarely available to youth in foster care, is a vital means of stimulating a child's intellectual development, curiosity, and creativity. Our goal is to enrich their lives and improve their futures.

Position Description:

Culture For One is seeking a highly motivated, organized, and dynamic individual to serve as full-time Operations Manager. This individual will handle high-level administrative functions including; financial tracking and record keeping, implementation of marketing tasks , as well as database and website management. The ideal candidate is hardworking, tech savvy and passionate about the power of the arts to transform children's lives, or interested in intersecting the arts and foster care community to impact positive change.

Primary Responsibilities:

Track donations and expenditures and produce financial / QuickBooks reports

Collaborate with Executive Director(ED) on annual budgets and track spending in partnership with bookkeeper

Serve as a management/billing liaison to accountants/bookkeeper, and service providers

Support ED in providing grant report documentation and managing reporting deadlines

Track and report program impacts

Assist with fundraising events as needed

Create and disperse email and written communications to prospects/donors

Oversee Administrative Assistant re marketing responsibilities

Administer website and produce site content

Manage administrative office functions including office supply orders and landlord communications

Assist ED with special projects and administrative tasks as assigned

Qualifications:

Bachelor's degree required

1-3 years of experience working with nonprofit organizations (preferred) or small business

Proven organizational, multitasking, project and management skills

Ability to work as both an independent manager and a team member

Excellent communication and writing skills.

Ability to problem solve, take initiative and exercise good judgment in stressful situations

Tech savvy and proficient in computer skills

Knowledge of QuickBooks and/or database management systems a plus

How to Apply:

Please submit your resume and cover letter detailing your experience and qualifications to: Info@CultureForOne.org

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For more information:
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