Project ASCENT Job Roles and Responsibilities

**Role Profile:** Operations Manager

**Reports to:** President, CEO

**Role Purpose:** The OM will oversee the day-to-day operations of the organization, including management of the office, human resources, finances and grants, fundraising, board member liaison, and IT including analysis and improvement of organizational processes to improve quality, productivity and efficiency. This position reports to the CEO.

**KEY COMPETENCY: Finance**

***Key Tasks:***

* Manage accounts payable
* Ensure accurate and timely review and posting of gifts including pledges, donations, fundraising, and in-kind
* Prepare reconciliations of corporate credit accounts
* Manage petty cash Development
* Ensure accurate and timely processing of gift acknowledgements, thank-you cards, receipts, etc.

**KEY COMPETENCY: Human Resources Management**

***KEY TASKS:***

* Maintain accurate and timely benefit accrual information
* Transmit semi-monthly payroll Reporting
* Assist with ad-hoc internal finance, grant and development reporting

**KEY COMPETENCY: Systems**

***KEY TASKS:***

* Participate in foundation systems training
* Troubleshoot technology issues and develop/update best practice procedures
* Maintain Organization Store, Website, Gallery, etc.
* Maintain email and other communications.
* Recommend, document and follow internal processes and practices

**KEY COMPETENCY: Organizational**

***KEY TASKS:***

* Serve as the first point of contact for PA
* Provide scheduling support to the CEO
* Oversee general office operations including print and electronic correspondence, supply and technology management, cover main phone line
* Coordinate scheduling, logistics, materials, set-up, and follow-up for internal and external meetings
* Coordinate Fundraising efforts
* Perform other duties as assigned by CEO

**SELECTION CRITERIA:**

***Qualifications:***

The ideal candidate is highly organized, likes managing multiple projects with demonstrated ability to work independently in a fast-paced, dynamic environment, meet multiple concurrent deadlines, has excellent communication skills, enjoys working iith team input, has a sense of humor and has the following:

* Bachelor’s degree preferred
* 3-5 years of related experience
* Experience with database systems and comfort with learning, implementing and teaching use of technology
* Command of MS Office programs and Adobe Photoshop
* A successful track record in setting priorities
* Keen analytic, organization and problem solving skills which support and enable sound decision making
* Ability to work as a team including effectively manage up and sideways
* Effective time management skills
* Discretion and respect for information privacy
* Personal qualities of integrity, credibility, and dedication to the mission of PA