

# LIVINGARTS

## JOB POSTING

**Position Title:** Operations Manager

**Organization:** Living Arts

**Location:** Detroit, Michigan

### JOB SUMMARY

Reporting to the Director of Administration, the Operations Manager assists with all operational aspects to help ensure the efficiency of the central office and Living Arts administration and programs. This position supports office operations, finance, human resources, development, marketing, and data management, and serves as the first point of contact for phone and visitor inquiries about Living Arts.

### CORE RESPONSIBILITIES & FUNCTIONS

1. Support the long-term goals and objectives as determined by the executive, administration and program directors
2. Assist leadership team with customer service, serving as the first point-of-contact for incoming phone calls and visitors
3. Maintain paper and digital filing systems
4. Manage incoming and outgoing mail and e-mail, working with bookkeeper to ensure all bills are paid on time
5. Enter donor data into GiftWorks and help manage other organizational and program evaluation data
6. Assist in labor-intensive duties for Operations such as envelope stuffing, phone contacting, and logistics management for development and marketing events
7. Assist in all aspects of grant management and support, including the preparation of reports to grant funding agencies
8. Provide support for all program operations, staying abreast of program developments for internal and external communications
9. Collect paperwork and manage background checks for new employees and contractors, creating and collecting signed teaching artist contracts
10. Help prepare and process payroll bi-weekly
11. Participate in staff meetings, manage calendars, meeting schedules, and logistics
12. Work with Living Arts' IT company and office vendors to maintain office equipment and workspace, ordering and organizing office supplies

### EDUCATION & EXPERIENCE

Minimum of a bachelor's degree required. Experience in GiftWorks and/or QuickBooks and ability to speak and write in Spanish as well as English are

preferred. Experience in the arts/arts education field and familiarity with the Detroit non-profit world are plusses.

### **COMPENSATION**

Living Arts offers a competitive salary commensurate with your qualifications ranging from \$25,000 to \$35,000 and a comprehensive benefits package.

### **HOW TO APPLY**

Please submit a cover letter, resume, and contact information for three references at <http://applyweb.co/operations-manager-34>. Submit all documents together as one attachment.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, sexual orientation, veteran status, or on the basis of disability or any other federal, state or local protected class.