

Operations Manager

32 hours per week – eligible for full agency benefits

GENERAL JOB DESCRIPTION

SAFEchild's Operations Manager provides support to SAFEchild's employee team comprised of administrative, development, and program staff and manages facility, operations and technology needs of the organization and staff.

REQUIRED QUALIFICATIONS

- Bachelor's degree required
- Obtain and maintain current Notary Public commission
- Proficient in Microsoft Office
- Excellent verbal and written communication skills.
- Efficient, detail oriented and organized
- Excellent interpersonal skills

DUTIES AND RESPONSIBILITIES

Operations Coordination

- Greet visitors and direct them to appropriate staff.
- Manage phone system; route calls to appropriate staff and ensure staff receives all messages in a timely manner.
- Monitor facility needs and manage any work needed by contractors.
- Manage contracts and payments of all vendors.
- Maintain and troubleshoot office systems (phone system, postage meter, computers and copiers) including serving as agency point person for vendors.
- Provide IT support to staff.
- Manage all agency needs for utilities and the companies that provide the utilities.
- Manage agency mail, coding and check requests for utility and vendor invoice payments.
- Prepare bank deposits, spreadsheet with QuickBooks codes and make remote deposit. Communicate weekly deposit with finance team.
- Create and update staff directory and agency annual holiday/vacation schedule.
- Purchase and maintain facility supplies.
- Serves as the Notary Public for the agency with a high degree of integrity.
- Other duties as assigned by the SAFEchild's Executive Director and Finance & Operations Director.

Development Coordination

- Code all donations and enter in salesforce.
- Send email acknowledgement through Salesforce (including changing the email quarterly).
- Code and enter ACH drops.
- Run acknowledgment reports.
- Print and mail acknowledgement letters.
- Support other mailings and event preparation.
- Other duties assigned by the Development Director.