



Job Description: **OPERATIONS MANAGER**

POSITION DESCRIPTION

LaGrange County Community Foundation (LCCF) is seeking a full-time Operations Manager to join our team. The Operations Manager will play a crucial role in ensuring smooth and efficient operation of the Community Foundation. The ideal candidate will have strong organizational skills, attention to detail and passion for community service and development. The position is responsible for managing administrative functions, supporting staff and facilitating communication within the organization. The position reports to the Executive Director.

ABOUT LAGRANGE COUNTY COMMUNITY FOUNDATION

LCCF drives meaningful change through charitable giving. The Foundation helps donors meet the needs of our community by providing long-term strategies to support the causes they care about most. We serve a network of generous individuals, families and businesses intent on shaping the future of LaGrange County for good, forever.

CORE RESPONSIBILITIES & PRINCIPAL DUTIES

ADMINISTRATIVE SUPPORT

- Oversee daily office operations, ensuring a welcoming and efficient work environment.
- Manage office supplies, equipment and maintenance, coordinating facility repairs and orders as needed; oversee vendor contracts and services.
- Prepare and maintain documents, reports and correspondence for internal and external stakeholders.
- Coordinate scheduling and use of the Community Room, ensuring that is maintained and prepared for meetings and events.
- Assist with onboarding new staff and volunteers, maintaining personnel file and supporting HR functions as needed.
- Coordinate special projects as assigned.
- General administrative support as needed.

COMMUNICATION & COORDINATION

- Serve as the primary point of contact for inquiries, providing excellent customer service to donors, community members and partner organizations.
- Distribute correspondence with donors, including gift acknowledgment letters and thank you notes.
- Facilitate communication between staff, board and committee members, organizing meetings, agendas, and minutes. Coordinate all meeting logistics, including location, catering, etc.

- Assist with marketing efforts by compiling reports, managing content, and posting updates on social media platforms as needed.

FINANCIAL ADMINISTRATION

- Enter and process donations, maintaining accurate records of contributions and donor engagement.
- Manage accounts payable processes, including invoice verification, data entry and timely payment to vendors.
- Oversee accounts receivable, including tracking donations and grants, generating invoices, and ensuring accurate and timely collection.
- Reconcile accounts and prepare financial reports as needed.

DATA & RECORDS MANAGEMENT

- Oversee management of the foundation's database, giving and donor portal, ensuring accurate and efficient use of the system.
- Implement data management practices that support effective reporting and decision-making, ensuring compliance with data privacy regulations.
- Manage electronic and paper version of fund documents and maintain accurate Foundation corporate records.
- Lead systematic process improvements throughout the office.

GOVERNANCE & ACCREDITATION

- Ensure the Foundation's policies, procedures, and operations are compliant with the National Standards for U.S. Community Foundations.
- Maintain thorough documentation and records to support adherence to National Standards. Work with leadership to regularly review and update policies to meet or exceed compliance benchmarks.

INFORMATION TECHNOLOGY

- Provide technology assistance and issue resolution, to include phone system, computers and office machines.
- Set up workspace and technology for new hires, volunteers, interns.
- Act as liaison between the Foundation's IT vendors.

EVENT COORDINATION

- Support the planning and execution of foundation events, including community outreach programs, fundraising initiatives, nonprofit trainings, etc.
- Collaborate with staff to ensure events run smoothly, providing logistical support as needed.

SKILLS AND COMPETENCIES

- Associate's degree in Business, Business Administration, Communications, Human Resources, Nonprofit Management, Public Administration or a related field (*Bachelor's degree preferred*).
- Minimum of [3+] years of experience in office management or administrative support, preferably in the nonprofit sector.
- Strong organizational and multitasking skills.
- Diligently attends to details and pursues quality in accomplishing tasks.
- Excellent communication skills, both written and verbal.
- Accomplished high-level interpersonal skills.
- Self-starter who takes initiative in completing tasks, solving problems, etc.
- Demonstrates sensitivity to confidential matters.
- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel), Adobe Acrobat, email & internet browsers.
- Ability to learn new software quickly.

POSITION SPECIFICS

Status: Full-time exempt

Salary: \$50,000

Hours: Monday through Friday, 8 a.m. to 4 p.m.

Deadlines, initiatives and events periodically require work outside of these hours.

- Earned Time Off (12 days within first year)
- SIMPLE IRA retirement plan with 3% employer match after 90 days
- 11 paid holidays, including a full week paid vacation the week of July 4 annually.

TO APPLY

Please submit a cover letter and resume to Octavia Yoder, Executive Director, at oyoder@lccf.net.

Please place "LCCF Operations Manager" in the email subject line.