



Job Description: Operations Manager

POSITION DESCRIPTION

The Operations Manager plays a vital role in ensuring the smooth and efficient operation of the LaGrange County Community Foundation (LCCF). This full-time position manages key administrative functions, oversees daily financial and data operations, supports internal coordination and staff needs, and ensures consistent, professional interactions with donors, partners, and the community. As the first point of contact for many stakeholders, the Operations Manager helps shape the community's experience of LCCF while strengthening internal systems that support its mission.

ABOUT LAGRANGE COUNTY COMMUNITY FOUNDATION

LCCF drives meaningful change in LaGrange County through philanthropy. Since 1991, LCCF has worked to enrich the lives of local residents by supporting nonprofits, empowering community initiatives, investing in students, and building lasting partnerships.

We help donors—individuals, families, and businesses—make a lasting difference by supporting the causes they care about most. Together, we are building permanent charitable resources to shape the future of LaGrange County—for good, and forever.

At the heart of our mission is a commitment to inspire and sustain generosity, leadership, and service.

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.
- Serve as liaison to the Foundation's IT vendors, resolving issues with the phone system, computers and office equipment.
- Coordinate special projects as needed.

Communication and Coordination

- Serve as the primary point of contact for inquiries, providing excellent customer service to donors, community members and partner organizations.
- Distribute correspondence to donors, including gift acknowledgment letters and thank-you notes.
- Facilitate communication between staff, board and committee members; organize meetings, agendas and minutes, and coordinate all meeting logistics, including location and catering.
- Assist with marketing efforts by compiling reports, managing content, and posting updates on social media platforms as needed.

Financial Management

- Process all donations, maintaining accurate records of contributions and donor engagement.
- Provide essential oversight to processing donations, grants, and payables.
- Manage accounts payable, receivables, and fund entries.
- Maintain internal controls and supporting documentation.
- Perform accurate data entry and financial recordkeeping.

Data & Records Management

- Oversee management of the Foundation's database, giving platform, and donor portal, ensuring accurate and efficient system use.
- Implement data management practices that support effective reporting and informed decision-making.
- Manage fund documentation and maintain accurate corporate records.
- Lead systematic process improvements across office operations.
- Ensure the Foundation's policies, procedures, and operations comply with the National Standard for U.S. Community Foundations; collaborate with leadership to regularly review and update policies to meet or exceed compliance benchmarks.

Event Coordination

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

SKILLS AND COMPETENCIES

Education and Experience

- Accounting, Business, Business Administration, Marketing, Communications, Nonprofit Management, or similar fields.
- Associate's degree required. Bachelor's degree preferred.
- 2 to 5 years of relevant experience; *experience in the nonprofit sector is a plus.*

Ideal Competencies

- **Attention to Detail** – Diligently attends to details and pursues quality in accomplishing tasks.
- **Organization** – Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to achieve objectives. Ability to work independently, prioritize and manage tasks efficiently and effectively within deadlines and manage workflows.
- **Computer and Technology Proficiency** – Proficiency in Microsoft Office Suite (Intermediate to Advanced Skills in Word, PowerPoint, and Excel), email and calendaring systems, and electronic document management systems (Microsoft OneDrive, Box, Dropbox, etc.). Ability to adapt and learn new software quickly and effectively.
- **Communication** - Communicates effectively, establishes, and maintains working professional relationships with individuals from diverse backgrounds, and demonstrates respect for varied perspectives and experiences. Effective written and oral communication skills.
- **Interpersonal skills** – Listens attentively to people's ideas and concerns and understands the interests and concerns of others. High degree of confidentiality and personal decorum. Servant's heart, willing to go above and beyond to build relationships.
- **Critical Thinking and Decision Making** – Takes initiative, works independently as needed and solves problems.
- **Data Management and Reporting Skills** – Accurately inputs data into database and identifies, collects, and organizes data for analysis and decision-making.

POSITION SPECIFICS

Status: Full-time exempt, 37.5 hours weekly | Salary: \$50,000

Hours: 8 a.m. to 4 p.m.

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

- Earned Time Off (paid vacation, sick leave and personal time); 12 days within first year
- SIMPLE IRA Retirement Plan with 3% employer match after 90 days
- 11 paid holidays, including a company-wide shutdown the week of July 4th.

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.