

Job Description: Operations Manager

Background

Arts, etc. is a nonprofit organization made up of women who live on Kiawah Island and Cassique, whose mission is to support arts education for the students of Johns and Wadmalaw Islands and provide cultural enrichment for members. We raise funds primarily through the annual Kiawah Art & House Tour each spring. Established in 2002 as Gibbes, etc., the organization was one of the fundraising arms for the Gibbes Museum. In 2014 the organization became its own entity which enabled it to focus their funding on the schools in the immediate area. In addition to fundraising, the organization features a speaker at their monthly luncheon, who provides an educational and/or cultural experience for members.

Position Description

Our expanding organization seeks to hire a Charleston based, part-time Operations Manager (OM) to join Arts, etc. The OM will be a key part of the organization and will help to implement its vision as directed by the Board of Directors. The OM will oversee the day-to-day operations of the organization, including management of the virtual office, administrative support for the funding application process and fundraising initiatives, as well as provide leadership for our fundraisers.

Responsibilities:

Operations:

- Manage virtual office operations
- Manage the funding application process and confirmation of programs delivered
- Create regular mailings to members in concert with Board members and others using Constant Contact
- Assist VP in luncheon event registration process, venue communication and hiring of any outside vendors
- Assist Membership Director in membership registration and recruitment with mailings and spreadsheets
- Communicate any technical issues members or Board may be experiencing with IT Desk
- Liaise with Communications Director and Website Developer about website updates, tech issues
- Manage the content of the Bulletin Board highlighting organization and program partner events

Fundraiser Management (40-50% of overall responsibilities):

- Under the direction of the Development Chair, provide administrative leadership to the Kiawah Art & House Tour as well as any other fundraisers,
- Liaise with volunteer leaders and committee members associated with fundraising events, especially the Art and House Tour

- Lead administrative aspects of individual giving, corporate giving and grant management including data management, donor communications, tracking and reporting

Qualifications

The successful candidate for the position of Operations Manager will ideally have the following qualifications:

- Bachelor's Degree in related field and +2 years professional experience in an organization
- Demonstrated experience in organizational administration
- Proficiency in Google Workplace; Constant Contact, Adobe and Canva are pluses
- Highly organized with attention to detail; ability to work independently and coordinate multiple projects, set realistic deadlines and manage a timeline
- Strong interpersonal skills including patience and personable demeanor
- Excellent written and verbal skills
- Prioritization skills and ability to work according to the organization's needs
- Willingness to learn and grow with the organization as well as a willingness to pitch in where needed
- Strong commitment to the arts and the community

Compensation:

This is a part-time contract position based upon an average of 20 hours a week throughout the year. Hourly wage falls between \$20-\$30 based upon qualifications.

Submit resume, (3) professional references, a cover letter, including a short description of why you are interested in this position and why you think you'd be a great fit with Arts, etc. to pres@kiawahartsetc.org Attention: Hiring Committee.