



## **Job Announcement**

### **Title: Operations Manager**

**Description:** A catalyst for critical day-to-day operations at Jubilee Family Development Center, including but not limited to impactful experiential programming, facility and project managements, financial operations, and administrative responsibilities. Reports to Executive Director.

The Jubilee Family Development Center seeks an energetic, self-motivated person with a passion for carrying out critical operations that directly impact the children, adults, and staff receiving and providing services to and from the Center. Operations Manager serves as a catalyst for critical day to day operations including but not limited to impactful experiential programming, facility and project management, financial operations, and administrative responsibilities. This position reports directly to the Executive Director. This position is 20-30 hours per week.

### **Essential Duties & Responsibilities:**

#### **Operations Responsibilities:**

- Participate in the development and implementation of the mission, vision, and values of the Center, including high quality customer service.
- Collaborate with program directors to ensure smooth scheduling and day-to-day operations.
- Design and coordinate staff selection and hiring processes.
- Assist in the orientation of new hires.
- Complete periodic evaluation of programs/policies and provide assessment reports to the Executive Director and Board of Directors.
- Assist Executive Director with employee performance review.
- Undertake special projects as directed by the Executive Director and Board of Directors.

#### **Facility and Project Management Responsibilities:**

- Resolve problems related to staffing, utilization of facilities, and equipment and supplies for the Center.
- Scheduling of facility spaces (gymnasium, STEM Center classrooms, meeting spaces, etc.)
- Make appropriate organization and community referrals.
- Directly supervise and manage maintenance and administrative duties for all three Jubilee Family Development Center facilities.

- Ensure timely billing and payment of maintenance, repair, and construction invoices.
- Submit work order requests to appropriate community agency. Ensure completion of work and follow up with a completion report to staff.
- Complete yearly walkthrough and punch list of potential capital project improvement items within each facility.

**Finance Responsibilities:**

- Coordinate and direct the daily workflow for the financial support functions of the Center.
- Process requisitions, payments, receipts, and other necessary accounting activities.
- Responsible for accounts receivable and payable.
- Oversee creation and execution of internal and external contractual agreements.
- Assisting in the preparation for the annual audit.
- Manage and update insurance information.
- Maintain donor records and acknowledgement of gifts.

**Administrative Responsibilities:**

- Manage the Executive Director's calendar.
- Ensure meeting and engagement reminders are sent to the Executive Director on a daily basis.
- Be available to participants, guests, and other staff members. Be friendly and open.
- Coordinate office and equipment maintenance requirements.
- Maintain secure environment with software updates – anti-virus, spyware.
- Streamline policies and procedures.
- Maintain an accurate filing system and an updated office procedure manual.
- Assume other functions as assigned by the Executive Director.
- Serve as benefits coordinator, updating information on health insurance, retirement savings and paid time off.

**Job Qualifications & Responsibilities:**

- 1-2 years professional experience working in related career field.
- Strong problem solving and organizational skills, ability to work independently, confident in decision making.
- Excellent written and public communications skills, including the ability to communicate effectively with children, parents, administrators, students, staff, and external community partners.
- Ability to collaborate with other departments and external community partners.

- Ability to work in a fast-paced environment and manage multiple projects simultaneously with excellent time management.
- Trained in current best practices to support diversity, equity, and inclusivity initiatives.
- Ability to carry out late night and weekend job responsibilities as needed.
- Ability to maintain confidential information.
- Experience with electronic accounts receivable and payable software.
- Experience with Microsoft Office and Google suites.
- Familiarity with donor database software.
- Experience managing promotional mediums and social media outlets, preferred.
- Employment is contingent upon the successful completion of a criminal background investigation

**Working Conditions:** Typically working in-person in a normal office environment. Position requires a full range of body motion, including reaching, stooping, kneeling, climbing, and walking. May be standing/walking/sitting for extended periods of time. May travel some locally. Nights and weekend work required on a scheduled as need basis.

The Jubilee Family Development Center is located in Lynchburg, VA at the foot of the Blue Ridge Mountains. It is a small non-profit organization with a longstanding reputation for excellence in community impact and a commitment to diversity. Jubilee offers a competitive salary and benefit package.

**Hours:** 20-30 hours per week

**To Apply:** Interested candidates should submit a cover letter, resume, and three professional references to Executive Director, Jubilee Family Development Center, 1512 Florida Ave, Lynchburg, VA 24501.