



Position: Operations and Development Manager
Reports to: Executive Director / Development Directors
Status: Full-Time Employee
Last updated: May 2022
Salary Range \$45,000-\$55,000 Depending on Qualifications and Experience

POSITION OVERVIEW:

The Periwinkle Foundation is seeking an Operations and Development Manager who will work under the supervision of the Executive Director and Development Directors to implement and execute the organization's administrative / operational tasks and support fundraising / development initiatives. He or she should have an understanding of managing donor relationships with individuals and companies from cultivation, to solicitation, to acknowledgement, and engagement. The ideal candidate will work well in a fast-paced environment and show individual initiative; be focused on teamwork and have a positive and professional attitude; be detail oriented, able to prioritize, multitask and possess strong organizational skills; possess excellent verbal and written communication skills; possess strong office skills, knowledge of general office equipment, and Microsoft Office software. Must have excellent interpersonal skills and be a team player. Must be flexible, as some night and weekend work is required.

ESSENTIAL ADMINISTRATIVE / OPERATIONAL RESPONSIBILITIES: **70%**

- Answers and screens phone calls, provides information, answers questions, and fulfills requests as needed.
- Performs all gift processing and donor acknowledgements in a timely and accurate manner. Also responsible for maintaining donor database and creating and providing accurate donor reports as needed.
- Performs all accounts payable and receivable duties in conjunction with contract bookkeeper.
- Maintains office administrative needs by preparing and controlling correspondence, maintaining filing systems, preparing supply requisitions.
- Provides secretarial support to the Executive Director and staff as needed, including taking minutes for the weekly staff meetings.
- Assists Executive Director in preparation for Executive Committee and Board Meetings including sending meeting notices, presentation set up, coordinating food & beverage, tracking RSVPs, taking minutes and maintaining attendance records.
- Responsible for the coordination of the Board Holiday Social, staff holiday lunch and staff birthdays Assist with annual Board Forward planning meeting.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Orders office brochures, letterhead and promotion items.
- Tracks all staff Paid Time Off (PTO) requests and approvals.
- Distributes and collects monthly credit card expense reports to staff for account coding.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, and forms control.
- Maintains current office equipment and service contracts and schedules. Review periodically and research potential savings and opportunities for increased office efficiency.

- Follows and updates historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Contributes to team effort assisting in preparation and implementation of camps, arts programming, and fundraising events

ESSENTIAL FUNDRAISING / DEVELOPMENT RESPONSIBILITIES: **30%**

- Assists with planning and implementation of two peer-to-peer fundraising events; Periwinkle Cycle and Periwinkle Kickball Classic through event committee management, donor and sponsor solicitation, participant recruitment, and day-of-event logistics
- Ability to recruit and manage a diverse population of committee members and volunteers
- Ability to establish and maintain positive relationships with donors and volunteers
- Assists Development Directors with Iron Sommelier, the biennial Gala, the Development Committee, and foundation grant proposals
- Ability to incorporate mission awareness into all activities and communications
- Coordinates with the Community Engagement Coordinator daily posts on The Periwinkle Foundation social media platforms and seasonally for Iron Sommelier, Iron Bartender, and Making A Mark ® platforms
- Develops and maintains monthly and annual communications including e-newsletters, marketing materials, website management, board and administrative communication, and other projects as assigned. Assists Development Director with Iron Sommelier, the biennial Gala, the Development Committee, and foundation grant proposals
- Ensures donor management system, DonorPerfect, stays up-to-date and optimally utilized and maintains ConstantContact communication database
- Represents The Periwinkle Foundation in the community and at special events
- Other responsibilities, as assigned by the Executive Director or Development Directors

QUALIFICATIONS

- Bachelor degree or some college preferred
- 3-5 years of experience in an office operations and fundraising, communications, donor relations, or other related non-profit development experience
- Ability to work with a high degree of independence, and initiative
- Ability to communicate effectively at all levels of an organization and with individuals and groups from different disciplines and cultures
- Excellent interpersonal and team building skills
- Strong organizational skills and a focus on customer service
- Ability to effectively manage a wide array of tasks, projects and responsibilities
- Computer skills, including Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint

WORK CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Walking / Bending / Standing / Sitting / Driving / Hearing / Seeing
- Extended hours and/or nights and weekends as needed
- Lifting up to 50 lbs with or without assistance
- Speaking and communicating effectively with clients, staff, and others with diverse backgrounds
- Operating computers and standard office equipment
- Exposure to outside activities that could include extreme temperatures or inclement weather
- Required to travel as business conditions dictate.
- Subject to background screening and drug and alcohol testing

ADA JOB REQUIREMENTS:

Reasonable accommodations will be made to ensure that the essential functions of the job can be performed and not hinder the employee's performance due to physical, mental or emotional disability.

EQUAL EMPLOYMENT OPPORTUNITY:

Periwinkle Foundation is an equal opportunity workplace. All employment decisions are made without regard to sex, race, color, religion, national origin, citizenship, age, disability, marital or veteran status, sexual orientation, gender identity or expression, or any other legally protected categories. This includes providing reasonable accommodation if requested for disabilities or religious beliefs and practices.

To Apply

Please send cover letter and resume to Abby Vierling at avierling@periwinklefoundation.org. No phone calls, please.