



Operations Manager – Position Description

Position Summary

Coalition for a Better Acre (CBA) is a non-profit organization whose mission is to create sustainable community revitalization by empowering families to become economically self-sufficient. CBA promotes healthy, vibrant neighborhoods by developing resident leaders, affordable housing, and economic opportunities, and by responding to community needs through collective action.

The operations manager is part of CBA's management team, working collaboratively to create a high-performing work environment and advance CBA's overall mission. The operations manager will focus on the day-to-day operations of the agency. Reporting to the CEO, the operations manager will supervise CBA's office staff, interns, and volunteers. This is a hybrid work position.

Essential Functions and Responsibilities

- Oversee day-to-day operations to advance the overall mission of the CBA
- On-board and off-board, staff, board members, and volunteers
- Manage office-wide IT, cloud storage, phone systems, service contracts for office equipment, and liaise with service technicians and IT contractors
- Oversee the overall upkeep of the organization's facilities and equipment
- Help resource development, communications and the CEO to plan, organize, and run annual live fundraising events
- Collaborate with resource development and communications on external communications including CBA website, social media, and newsletter
- Support finance team with agency HR processes
- Support internal communications among staff and build positive organizational culture
- Compile monthly board meeting packets, take board meeting minutes, update board orientation binder, and oversee annual meeting event
- Represent CBA on boards of area nonprofit organizations, partner events, and other community and public meetings
- Other duties as assigned

OUR IDEAL CANDIDATE

Our ideal candidate will have a passion for Lowell and its families and will have many of the following attributes, skills, and experience:

- Strong organizational management skills
- Ability to work effectively with diverse groups and individuals
- Experience in operations, process evaluation, and supervisory skills
- Excellent technology skills in both hardware and software
- Ability to manage multiple tasks in a responsible and dedicated manner
- Excellent oral and written communication skills
- Event planning experience preferred
- Detail oriented with ability to meet deadlines
- Action-oriented, entrepreneurial, flexible, and innovative approach to management
- Works well as part of a team, one on one and alone.
- Passion, humility, integrity, positive attitude, and mission-driven
- Not afraid to work hard and have fun at the same time
- Available to work some weekend and evening hours
- Active driver's license
- Ability to communicate in Spanish or Khmer preferred

Education: Minimum of a B.A. or equivalent in work experience and education

To apply for this position, please email a resume and cover letter, including your salary requirements, to info@cbacre.org

Salary - \$55,000 to \$65,000

CBA offers a competitive salary and benefits package.

We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.