

JOB DESCRIPTION

Organization: Fenton Community Orchestra

Position Title: Operations Manager

Classification: Contract / Part-Time

Reports to: Board of Directors

Hourly Rate: \$18.00 - \$23.00

JOB SUMMARY

The Operations Manager is hired by the Board of Directors and manages the operations of the Fenton Community Orchestra (FCO). Must be available to work flexible hours, remote (home office), but must be available to attend monthly board meetings, concerts, and rehearsals and other meetings or events on-site (in the greater Fenton area) as requested.

The Operations Manager coordinates all operations, works with the Board of Directors, engages stakeholders, and works closely with the Music Directors in the preparation and delivery of artistic programming. The Operations Manager attends board meetings to advise the Board of Directors on all matters regarding the welfare of the organization.

The Operations Manager is responsible for day to day administrative operations of the orchestra and acts as a liaison between the board and musicians, donors, and other stakeholders.

The following describes the general nature of work to be performed by the Operations Manager but is not an exhaustive list. The Board of Directors reserves the right to revise the duties and responsibilities of this position.

RESPONSIBILITIES

BOARD

1. Attend all Board meetings, and other committee meetings as requested; prepare and present reports for the Board and committees.
2. Support the Board by working with the Board Chair to prepare effective agendas for board meetings.
3. Conduct official correspondence on behalf of the Board as appropriate, and jointly with the Board when appropriate.
4. Represent the Board and the organization, when requested and when appropriate, at community activities.

FUNDRAISING and COMMUNITY ENGAGEMENT

1. Communicate on behalf of, and build the influence of, the organization.
2. Serve as the chief liaison with constituents. Ensure effective communications with all FCO stakeholders (musicians, volunteers, donors, other arts organizations, funders, government and business organizations, media, and general community) to accomplish FCO strategic priorities.

3. Pro-actively promote current and new fundraising activities.
4. Identify and cultivate current and future donors, individuals and businesses.
5. Maintain accurate and complete records of financial, including in-kind, contributions and other support.
6. Ensure that all contributions are acknowledged as may be required by law and as is appropriate.
7. Serve as the primary ambassador of the FCO and participate in key community engagement activities.
8. Leverage social media for community outreach and fundraising activities. Maintain a quality web presence via web page and other social media. Maintain the electronic mail account. Maintain contact list for musicians and donors.
9. Maintain and develop media contacts and relationships including electronic and print media, social media, including the FCO website, etc., to promote the FCO, its brand, and to build support and audiences for the organization. Appropriately handle media according to Board established policy and appropriate professionalism.
10. Ensure coordination of marketing and fund development initiatives creating a unified message to all constituents.
11. Coordinate development of concert programs in a timely manner. Solicit for concert program advertisers and work with advertisers to verify payment and receive ads in a usable manner.
12. Create, place orders for copies, and distribute posters/flyers for concert promotion.

MUSICIAN ENGAGEMENT

1. Assist the Music Directors in recruiting, orienting and supporting the musician members.
2. Serve as the principal staff spokesperson and the liaison to the orchestra on policy issues and non-artistic matters.
3. Communicate necessary information to the musicians usually through, but not limited to, announcements during rehearsal breaks. Work with Music Directors to ensure timely communication of rehearsal and concert information to the musicians.
4. Collect musician applications and maintain contact information and other information in the musician membership database.

EVENT COORDINATION

1. Make arrangements necessary for rehearsal and concert venues. Ensure necessary set up for concerts.
2. Organize volunteers and ensure that rehearsals and concerts are appropriately staffed.
3. Attend rehearsals and concerts as needed.
4. Oversee Box Office preparation and execution; ensure cash handling procedures are followed for ticket sales, including any donations at concerts.
5. Take responsibility for all aspects of the printed concert program including advertisements, biographies as needed, concert roster, donor listings and any special announcements needed for upcoming events. Places order for printing and assures delivery of the program to the concert prior to the event.

FINANCE

Fenton Community Orchestra Manager Job Description_1-18-22

1. In coordination with the Treasurer, manage the day to day process of accounts receivable and payable using QuickBooks.
2. Work with the Treasurer and CPA to prepare monthly cash flow projections and financial statements for presentation to the Board.
3. Approve expenditures within the budget approved by the Board, consistent with any terms established by funding entities and donors.
4. Ensure that all grants are spent in accordance with grant guidelines and that all reporting requirements are met.
5. Work with CPA and Treasurer to ensure all state and federal reports are filed as required by statute and regulation, including the Annual Corporation Report and the IRS form 990, Michigan Annual Charitable Solicitation Registration and others as appropriate.
6. Write and send thank you notes for donors. Notify the Board of significant donations. Maintain a donor database.
7. Make all QB entries for income, expenses, and budgets. This includes the checking account, savings account, paypal account, and credit card.
8. Pay all invoices and reimbursement requests. Maintain a file of invoices and receipts.
9. Schedule payments for music directors
10. Work with Treasurer to manage payroll for direct hires.
11. Submit QB file to accountant monthly.
12. Work with accountant to submit tax & fiscal documents and make federal & state tax payments
13. Work with accountant to distribute annual W2 and 1099's
14. Generate monthly transaction reports, balance sheet, and P&L reports for treasure to review and approve
15. Produce QB reports as requested
16. Attend regular meetings with the Treasurer and/or Finance committee
17. Work with Treasurer on creating the fiscal year budget

ADMINISTRATIVE/RISK MANAGEMENT

1. Maintain the business and administrative office of the organization.
2. Purchase equipment, supplies, etc., according to budget and approved procedures.
3. Handle correspondence including suggestions and complaints/concerns. Answer phone and respond to audience, donor, member, and other inquiries. Facilitate and ensure prompt reply by appropriate FCO personnel or Board members.
4. Maintain documents according to legal requirements and Board adopted policies.
5. Maintain adequate insurance to protect the organization's assets.
6. Employee is responsible for tracking their hours and reporting them on the 15th and 30th (end of month).
7. Pay will be processed after receiving the time sheets on the 15th and 30th (end of month). Please allow 1 week for pay processing.

QUALIFICATIONS AND CORE COMPETENCIES

Fenton Community Orchestra Manager Job Description_1-18-22

1. Strong organizational skills. Be experienced at overseeing administrative tasks in a timely and organized manner; demonstrate ability to maintain detailed and accurate reports and documentation.
2. Event planning
3. Solid financial management and reporting skills
4. Strong and effective oral and written communication skills. Able to compose clear and concise written correspondence, including emails, social media posts and reports to accomplish work.
5. Superb interpersonal skills and ability to effectively communicate with all FCO stakeholders, music directors, Board of Directors, staff, volunteers, donors, business and government partners, the media, community leaders and others
6. Be able to handle changes and challenges in a professional, positive and graceful manner. Demonstrate dependability, conscientiousness, accuracy and reliability in work performance; available and responsive when issues arise; be able to work flexible hours including evenings and weekends as needed;
7. Energetic and willing to spend necessary time to do a good job.

EDUCATION AND EXPERIENCE

1. High School Diploma. Bachelor's Degree preferred.
2. Strong and effective oral and written communication skills.
3. Demonstrated proficiency and computer skills (QuickBooks, Excel, Word and social media literacy)
4. Must possess and maintain a valid Michigan driver's license, proof of current automobile insurance
5. Must pass a background check

PERSONAL QUALIFICATIONS

1. Must use tact in dealing with others and demonstrate dedication, enthusiasm and tolerance in all interactions with staff, Board, volunteers and the community.
2. Must be willing and able to work with the highest degree of integrity, high ethical standards and self-discipline.
3. Must be able to work flexible hours including some evenings and weekends.

PHYSICAL DEMANDS

This position will require the following physical requirements and personal skills including:

1. Regularly required to sit, stand and walk for long periods of time
2. Must be able to lift 25 lbs.
3. Regularly required to work indoor and/or outdoor for extended periods of time
4. Regularly required to carry and transport items to and from concert venues
5. The FCO does not have a business office. The qualified candidate should be able to work from a home office. FCO has business tools available (laptop, phone, printer).

To apply, email cover letter and resume to fentoncommunityorchestra@gmail.com.