



Lamorinda Arts Council Operations Manager

Overview of Position:

The **Operations Manager** is a part-time role that plays an important part in the daily operations and growth of the Lamorinda Arts Council (LAC), a nonprofit arts organization. In this role, you'll help manage all programs, support operational functions, and assist in the development of LAC's initiatives. The ideal candidate will have experience in program management and nonprofit operations, and be comfortable using tools like Google Drive, QuickBooks, MailChimp, and WordPress. A passion for the arts and a commitment to strengthening the local community are key qualities that will make you a great fit for this role.

Key Responsibilities:

Operations & Administration

- Support daily operations and maintain organization's policies.
- Work closely with the Board President to implement Board decisions and policies.
- Attend monthly Board meetings (in-person).
- Maintain nonprofit status by handling registrations and required paperwork
- Manage annual calendars, documents, and volunteer communications
- Oversee technical systems (website, email, IT) and liaise with service providers
- Organize community grant applications for Board review

Program Management

- Oversee LAC programs, collaborating with program chairs to ensure success
- Provide administrative support as needed
- Attend annual events as requested, with flexibility for recurring events

Communications & Marketing

- Maintain consistent branding and messaging across events and marketing materials
- Manage public inquiries via phone, email, and postal mail
- Oversee LAC's e-newsletter and website, ensuring content is current
- Ensure timely and accurate event promotions
- Create and manage content for LAC's social media (Instagram, LinkedIn, Facebook, X, YouTube)

Finance & Accounting

- Assist the Treasurer in preparing financial reports for the Board
- Collaborate with accounting staff to maintain accurate records and track expenses
- Manage budget approvals and ensure adherence to financial policies
- Handle monthly bookkeeping in QuickBooks, including expense approval, categorization, and processing payments (checks and payroll)



Development & Fundraising

- Support fundraising campaigns and donor engagement
- Secure event sponsors and help obtain foundation, government, and corporate grants
- Manage donor databases and assist with grant writing

Core Competencies:

- **Collaboration and Teamwork:** Ability to work effectively with the Board, volunteers, staff, and external partners.
- **Strong Communication Skills:** Excellent written and verbal communication, with the ability to interact confidently with diverse stakeholders, including donors, the Board, and the public.
- **Time Management:** Skilled at prioritizing and managing multiple tasks and deadlines.
- **Attention to Detail:** Strong focus on accuracy and thoroughness in all tasks and responsibilities.
- **Problem-Solving:** Proactive in identifying and addressing challenges across operations and program management.
- **Adaptability:** Flexible and able to adjust to evolving responsibilities and organizational needs.

This is a remote position based in the San Francisco Bay Area, with monthly in-person board meetings and occasional events in the Lamorinda area (Lafayette, Moraga, Orinda).

Part-Time: Approx. 15 hours/week

Pay: \$25/hour, approximately \$20,000 annually

To apply, please send a cover letter and resume to info@lamorindaarts.org by January 20, 2025. Applications and interviews will take place on a rolling basis as they are received.