

Director of Operations

REPORTS TO: President/CEO

JOB PURPOSE:

- Support systems and practices that allow the organization to run efficiently
- Manage the day-to-day operations of the NPEF office

KEY JOB RESPONSIBILITIES:

Financial Functions

1. Support the CEO in managing financial health of the organization
 - a. Serve as day-to-day liaison with outside accounting firm, including processing invoices and donations and preparing/reviewing accounting reports
 - b. Prepare weekly batch with expenses and revenues tied to approved organizational budget
 - c. Support the annual audit process and 990 preparation

Vendor/Donor Functions

2. Maintain the overall integrity and quality of the donor and contact database
 - a. Ensure database is up-to-date and as accurate as possible
 - b. Enforce database business operating rules and processes
 - c. Develop reports from database on an as needed basis
3. Support the Senior Vice President of Development and Outreach in donor stewardship
 - a. Develop and maintain appropriate funder reports as needed and regularly report to leadership on stewardship needs based on reports
 - b. Track and record donor engagement
4. Manage all donor acknowledgement
 - a. Promptly prepare and review with CEO donor acknowledgement letters and address any donor requirements (additional paperwork, reporting timeline, etc.) as needed
 - b. Ensure accurate recordkeeping of communications and deposits for all donors
 - c. Provide donor reports on an as needed basis to CEO and SVP, Development and Outreach
5. Manage vendor relations
 - a. Serve as point of contact for all vendors
 - b. Ensure accurate recordkeeping and prompt payments of all vendor invoices
 - c. Periodically review vendors and make recommendations for cost effective changes

Administrative Functions

6. Provide administrative support to the CEO
 - a. Support CEO with scheduling needs as needed

- b. Ensure Charitable Giving and Tennessee Annual Report renewals with the State of Tennessee are completed accurately and timely
 - c. Ensure Giving Matters profiles
 - d. Serve as point of contact for all communications with the organization, including reception duties
7. Serve as liaison to the NPEF Board
 - a. Maintain Board minutes
 - b. Prepare materials for Board meetings
 - c. Ensure Conflict of Interest certifications and other related Board materials are current
 - d. Schedule all Board meetings and ensure all members receive invitations
 8. Support events management and logistics as needed, including invitations, RSVPs, set up, logistics, vendor coordination, etc.
 9. Manage office functionality
 - a. Serve as the liaison to the building manager
 - b. Track and manage all supplies for office and programs
 - c. Track all facilities and equipment costs and explore cost-effective solutions for maintaining an efficient office space
 - d. Manage all IT for the office

HR Functions

10. Manage basic HR functions for the organization
 - a. Update and sustain employee handbook/standard operating procedures
 - b. Manage relationships with external payroll company and employee benefit providers
 - c. Track employee paid time off and provide reports to CEO as needed

Additional Functions as Assigned

QUALIFICATIONS:

- Passion for the organization’s mission
- Strong organizational skills and attention to detail
- Excellent computer skills, particularly with Microsoft Office
- Database experience preferred
- Office management experience strongly desired
- Ability to work with minimal supervision and maximum accountability, organize multiple tasks with efficiency and accuracy, and meet deadlines
- Ability to work collaboratively with all teammates
- Strong written and verbal communication skills
- Minimum of Bachelor’s degree

SALARY AND BENEFITS:

- Range of \$64,500-\$79,500 depending on experience and skills
- Competitive benefits, including medical, dental, vision, life, and 5% 401(k) matching

To apply, please send resume and cover letter to Katie Cour, NPEF President & CEO at katie.cour@nashvillepef.org