



OPERATIONS MANAGER

Central PA Friends of Jazz, a central Pennsylvania non-profit institution for 43 years, is seeking applications for an Operations Manager, reporting to the Board of Directors. This crucial position provides leadership and overall direction for [CPEJ](#) in its mission to coordinate, educate, promote, and stimulate interest in jazz among enthusiasts, future enthusiasts, and organizations across this great region. In partnership with the Board, the Operations Manager will support [CPEJ](#) through oversight and structure to promote building collaborative relationships that help to maintain community relevance and maximize outreach. *This is a part-time, hybrid position (approximately 15 hours per week).*

The anticipated duties of this position are:

ESSENTIAL RESPONSIBILITIES:

Leadership Presence

- Provide thoughtful leadership that is inclusive and transparent and supports [CPEJ's](#) mission.
- Provide leadership in the development of strategic systems and execution of policies in membership, marketing, and programming.
- Establish a thorough, transparent, and consistent organizational communication plan.
- Attend Board meetings to share updates and reports on all business at hand.

Operations

- Oversee, manage, and execute general, day-to-day operational duties, ensuring the successful functioning of [CPEJ](#).
- Be proactive in embracing and implementing technology platforms to maximize available tools and resources.
- Organize, motivate, coordinate, and mentor staff and volunteers to effectively fulfill [CPEJ's](#) mission, operations, and tasks.
- Attend and facilitate presentations of concerts and events.
- Manage artist contracts and relations.
- Inspire and foster an accountable, business-oriented, collaborative, and results-driven environment across [CPEJ](#).
- Ensure compliance with all applicable legal and regulatory requirements as well as established moral and ethical standards.
- Enhance the diversity of staff, volunteers, and membership.

Fundraising & Fiscal

- Execute administrative tasks in support of the Board's fundraising efforts.
- Research relevant grant sources and funding and provide recommendations to the Board.
- Oversee budgetary development, financial planning, and expenditure tracking to ensure [CPEJ's](#) financial sustainability.



Marketing, Promotion, and Impact

- Represent [CPFJ](#) by promoting a positive image while nurturing relationships.
- Further develop existing outreach programs (Jazz Walk and Jazz Camp) in collaboration with the Board.
- Maintain effective communication channels with stakeholders, including donors, sponsors, members, and the community.

QUALIFICATIONS:

- Minimum of two years of previous experience managing an organization or team.
- Creative entrepreneurial spirit.
- Preferred experience with Microsoft 365, CRM (Salesforce), email marketing (Campaign Monitor, Bandzoogle), website management (Bandzoogle), ticketing platforms (Eventbrite), QuickBooks Online, and social media platforms (Facebook, Instagram).
- Ability to perform role responsibilities with independent judgment.
- A record of successful execution along with practical and creative problem-solving skills.
- Experience working with or managing a volunteer workforce is highly desirable.

This position description describes the general nature and level of work performed. It does not exhaustively list all the responsibilities and duties required.

This position offers an annual salary of \$21,000.

Position open until filled. First consideration will be given to applicants who submit materials by Wednesday, April 3, 2024. Candidates looking to serve are encouraged to email a cover letter, resume, and three professional references to jobs@friendsofjazz.org with the subject line of **CPFJ Operations Manager Application**.