



Job Announcement

OPERATIONS MANAGER

Art With Elders

San Francisco, California

OVERVIEW

Art with Elders (AWE) is a nonprofit organization that oversees a network of weekly art classes in over 45 San Francisco and Bay Area facilities that serve senior citizens. AWE sprung 33 years ago from a program designed to alleviate the loneliness and social isolation of nursing home residents. Taught by a crew of 23 professional artists on contract with AWE, the classes focus on self-expression, skills-building, creating community and cognitive development. A variety of public exhibits of student art are mounted each year.

The administrative staff of AWE is small and tight knit. One of the things that's special about the AWE staff is their heart connection to its mission, their pride of service, and dedication to a common goal,

AWE'S administrative office is based at Laguna Honda Hospital in San Francisco where AWE also provides 5 weekly classes for its residents. AWE's current annual operating budget is \$480,000.

POSITION DESCRIPTION

The Operations Manager reports to the Executive Director and is responsible for the day-to-day business operations of the organization, including but not limited to: Finance, Legal Compliance, Contracts, Information Technology, and Resource Development. In managing these job functions the OM provides essential support for AWE's programs and for the advancement and governance of the organization. The OM works closely with the Executive Director, staff, volunteers, officers and members of the Board of Directors in providing that support. The OM has the assistance of an external bookkeeper.

The OM works both remotely and in AWE's office at Laguna Honda Hospital. The position is 3/4 FTE at 32 hours per week.

Financial Management

- Manage accurate financial reporting systems and produce reports for financial oversight, including the development of an annual budget, the tracking of monthly expenditures within budget, ensuring proper monthly reconciliations, and timely and accurate reports.
- Support the Board Treasurer and Finance Committee in their responsibility for ensuring the fiscal health and integrity of the organization.
- Manage the invoicing of organizations receiving art classes, the payments to contractors (art instructors, grant writer, accountant and bookkeeper) and the staff payroll.
- Ensure official records and documents are maintained that ensure compliance with all relevant legal and fiscal practices of a non-profit organization.
- Tax preparation and filing -- Work with the bookkeeper and tax accountant to provide all the needed information to complete yearly taxes and contractor 1099s



Operations

- Ensure that programs, operations, and professional image are supported by sufficient technological systems and business infrastructure.
- Ensure computer databases such as Salesforce and Quickbooks are kept up to date with documentation.

Resource Development

- Support the Board of Directors and staff in the development of reliable sources of income that will sustain the organization through the realization of its mission and vision.
- Support the external grant writer in implementing an institutional fundraising plan to cultivate and solicit government and foundation grants, corporate contributions and private donors.
- Ensure the end of year ask campaign is implemented fully and on time, to include printed letters to each donor, personal letters for Board contacts, and mass email to all subscribers.

Marketing and Communications

- Develop and maintain Annual Communications Calendar
- Manage marketing and communications projects

REQUIRED QUALIFICATIONS

- Excellent financial literacy and significant work experience in financial management.
- Excellent verbal and written communication skills.
- Demonstrated experience of success in a collaborative work environment.
- Skilled in proactive and creative problem solving
- Skilled in the use of the Microsoft 365 suite of applications and QuickBooks Online,

BENEFICIAL EXPERIENCE AND SKILLS

- Experience serving elder populations.
- Involvement with the visual arts.
- Experience working in a nonprofit organization.
- Involvement with nonprofit fundraising.
- Skilled in use of Salesforce databases and MS Office 365 applications

SALARY & BENEFITS

Salary will be commensurate with experience and qualifications. The benefits package includes an employer match of employee retirement withholdings.

APPLICATION PROCESS

Applicants should send their resumes and cover letters describing their qualifications and interest in the position to employment@artwithelders.org. Application deadline is April 11, 2025.