

## **OUR ORGANIZATION**

The [Community Foundation of the Chattahoochee Valley](#), (“CFCV,” mission above) is a \$400-million organization that makes some \$30 million in charitable grants annually and is housed in the historic former Coca-Cola Bottling Company building, now a central gathering place for philanthropic partnerships. In its 27 years of history, the organization’s investments have generated more than \$200 million in net philanthropic value for its more than 375 charitable Funds. As the premier center for thoughtful philanthropy for people who want to make their Chattahoochee Valley communities better, both during and after their lifetimes, CFCV serves 11 counties in Georgia and one in Alabama.

## **JOB SUMMARY**

The Operations Manager is responsible for the oversight of CFCV’s administrative and business operations support functions. These include facility maintenance; safety and security needs; contracting/procurement of supplies, equipment, and related services; and event facilitation. The position collaboratively leads design, implementation, and evaluation of processes and systems to increase CFCV’s operational effectiveness and efficiency.

The position also includes: 1) acting as the front line of welcome for all who reach out to CFCV by phone, visit, or online inquiry; 2) providing support to the President/CEO, the Board of Trustees, and Board committees; and 3) entering contributions to CFCV and generating and mailing gift acknowledgements.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### Administration & Operations

- Oversee physical administration including receptionist functions, technology support, safety, security, emergency protocols and operational support for staff, events, and meetings.
- Develop and implement operational systems, processes, policies, and training for effective office administration.
- Ensure a safe, clean, and fully operational work environment by coordinating timely, high-quality maintenance and repairs for equipment and infrastructure support systems with outsourced service providers.
- Act as the liaison on property management and facility maintenance matters.
- Develop and implement a procurement system to keep the office consistently stocked with adequate supplies and resources.
- Collaborate with the outsourced service provider to implement technologies, practices, and policies that protect CFCV’s IT infrastructure and data security.

### Support to the President/CEO and Board of Trustees

- As requested, coordinate President/CEO’s calendar and provide general support tasks.
- Function as the primary administrative liaison to the Board and Executive Committee.

(more)

- Coordinate Board and committee meetings and activities, including new member orientation, organizing and distributing meeting materials, and recording minutes.
- Maintain the Board documents including rosters, meeting packets, manuals and all necessary compliance forms.

Other Support Functions and Special Events:

- Lead event logistics coordination for special meetings and events, including vendor management, equipment rental, food and beverage, AV and supportive technology, and pre- and post-event activities, and adhering to meeting/event budgets.
- Arrange activities around significant life events of staff members. This may include obtaining greeting cards, gifts, or scheduling lunches for new staff, birthdays, or work anniversaries.
- Provide gift processing support, entering donor and gift data into the CFCV's management database and preparing and sending gift acknowledgment letters and tribute cards.

**QUALIFICATIONS AND EXPERIENCE**

- Possess at least a post-secondary degree
- Comfortable with administrator-level use of applications and systems software
- Team-oriented; an ability to work effectively with a range of people and working styles, and with people at all organization levels including staff, board members, donors, and vendors
- Experienced problem-solver; curious, with an orientation toward outcomes and continuous improvement and learning
- Proficient in Word, Excel and Outlook
- Excellent written and verbal communication skills
- Detail-oriented and organized; able to spot gaps
- Work independently and is self-motivated
- Flexible and able to prioritize tasks
- Demonstrate experience in business or nonprofit environment
- Scrupulously honest
- Hold the mission of the CFCV in high personal regard
- Able to project an excellent image of the CFCV in the community

**ADDITIONAL INFORMATION**

The Operations Manager reports to the President/CEO and is an FLSA exempt position. While the above describes the nature and level of work to be performed by the person in this position, it is not meant to be an exhaustive list of all responsibilities, duties, and skills required of the job.

**TO APPLY**

Send cover letter and resume detailing experience. No phone calls or visits, please.

**By email:** [jobs@cfcv.com](mailto:jobs@cfcv.com)

**By Mail:** Community Foundation / Operations Manager  
1147 6<sup>th</sup> Avenue / Columbus, GA 31901-2345

*The Community Foundation does not discriminate on the basis of race, color, national or ethnic origin, age, gender, religion, medical condition, veteran status, marital status, sexual orientation or any other characteristic protected by law.*