

Flying Cloud Institute | Where Science Meets Art

Job Title: Operations Manager
Reports to: Associate Director
Position Type: Full-time, Exempt

Position Overview

Flying Cloud Institute seeks a skilled and savvy Operations Manager to ensure strong internal systems at a pivotal moment of organizational growth. Primary areas of management will include: finance and human resources administration and provision of operational support for programs. The Operations Manager will work closely with the Executive Director to build and improve organizational processes and procedures for the smooth functioning of the entire organization. This new position is an exciting opportunity for a motivated, highly organized individual with a penchant for systems and efficiency.

Duties and Responsibilities

Finance

- Prepare materials for bookkeeper
- Work closely with Program directors and development staff to compile financial reports for institutional supporters
- Manage organizational insurance renewals
- Coordinate organizational annual audit and 990 processes
- In collaboration with Associate Director, facilitate the process for building organizational budget proposal
- Work with program staff to facilitate timely distribution of funds to members (i.e.: academic scholarships), to manage programmatic budgets, and maintain and improve processes and reporting around financial components of programs

Human Resources

- Serve as ongoing benefits manager; prepare and file annual benefit enrollments
- Maintain confidential personnel records and ensure all protocols are followed when on-boarding and off-boarding employees
- Manage annual performance evaluation process. Set calendar, distribute evaluation templates, and follow up with supervisors and staff to ensure timely process
- Organize and facilitate planning for annual staff retreat, staff outings, and some board meetings

Office Management

- Schedule regular staff meetings, maintain internal organizational calendar, and ensure preparation and follow-up on action items
- Maintain office supplies and equipment inventory including corporate accounts and service subscriptions
- Maintain organizational records, consistent with the organization's document retention and destruction policy
- Maintain phone system and basic IT functionality for staff, interfacing with support desks, when needed
- Ensure security protocols are in place to protect FCI databases, website and staff computers
- Provide operational support for FCI programs and events (i.e.: Certificate of Insurance, fire marshal, vendor contracts, etc.)
- Additional duties as assigned

Competencies and Qualifications

- Minimum of 5 years combined relevant experience
- Detail-oriented with excellent organizational skills
- Able to maintain a high level of confidentiality and use appropriate discretion
- Strong proficiency with technology (Microsoft Office and Google Suite required, QuickBooks Online a plus)
- Excellent written and verbal communication skills
- Comfort working in a fast-paced, growing organization, including flexibility to simultaneously perform a wide variety of tasks
- Comfort working independently and as part of a team

How to Apply

For immediate consideration, please send your resume and cover letter to admin@flyingcloudinstitute.org and indicate your name and "Operations Manager" in the subject line. Applications will be reviewed on a rolling basis.

*Please note. This part-time position has the potential to develop into a full time Development and Operations Manager role within the first year of employment.

Salary: \$17,000-\$30,000

Flying Cloud Institute's mission is to inspire young people and educators through science and art experiences that ignite their creativity.