



JOB DESCRIPTION

Title of Position: **Operations and Development Manager**

Function of Position: The Operations and Development Manager is responsible for the internal day-to-day operation of the office, anticipating the future needs of the organization in consultation with or as directed by the Executive Director and/or Board. In addition, the Operations and Development Manager will oversee Membership Development including membership retention, develop VOICES' internship program to provide organizational support especially during legislative session and for special projects/events as directed by the Executive Director and/or Board. Areas of responsibility include Administrative Management of the office and organization, Human Resources, Finances, Special Projects, Membership, Internship Program, Fund Development and Board of Directors.

Classification: This is a full time exempt position that involves working from the Montgomery office. The work schedule will coordinated and approved by the Executive Director.

Essential Duties and Tasks:

Administrative Management:

- Oversees the day to day operations of the office/organization.
- Oversees purchasing and maintenance of equipment, technology and supplies necessary for the efficient and cost effective running of the organization and authority to approve purchases up to \$1,000.
- Identifies and establishes services to provide efficient operation of the organization to address the ever changing work and work environment at its physical location and moving the office towards a paperless environment.
- Makes recommendations for change in vendors/services to Executive Director and/or Board and is responsible for implementation of services/programs as identified and needed. Additionally, if services are replacing an existing program/service, ensures that duplication of services are handled in a timely manner so as not to incur unnecessary costs.
- Other duties as assigned by the Executive Director.

Human Resources:

- Oversees processing and scheduling onboarding of new hires and maintains personnel files.
- Reviews Employee Manual with new hires (this is Section IV in the Policy & Procedures Manual).
- Provides assistance to new staff in setting up technology services as needed (phone, email, payroll, etc.)
- Oversees job postings and interviews of new hires as needed or requested by Executive Director and/or Board.
- Oversees training of staff to ensure they are familiar and competent to use any services or programs required for their payroll, filing expenses, on site/off site technology for conducting calls or meetings or events.
- Monitors, maintains and updates the Policy & Procedures Manual to ensure it accurately reflects VOICES procedures and makes changes where needed.
- Other duties as assigned by the Executive Director.

Financial:

- Assists the Executive Director and other relevant staff with budget planning, documentation, and revisions as needed.
- Oversees office expenses to stay within approved budget guidelines.
- Handles banking including credit cards and loans where needed and/or directed by Executive Director and/or Board.
- Supervises financial and accounting procedures and assists in the development and regular review of accounting policies, procedures, and guidelines as stated in the Accounting Manual.
- Authorized to approve payments of recurring monthly expenses up to \$3,000.
- Authorized to send out RFPs for services and make recommendations to Executive Director/Board for financial reviews/audits and other services needed.
- Oversees and assists contract accounting firm with tax returns and retirement program as needed/requested.
- Other duties as assigned by the Executive Director.

Fund Development:

- Oversees and manages membership program and makes recommendations for engaging and retaining VOICES' members through member benefits and organizational activities/events.
- Assists Executive Director with grant requests, reports and tracking grant deliverables.
- In coordination with the Executive Director and/or Fund Development Committee of the Board, identify past and new funders and send requests. This could expand into face to face calls for individual and corporate giving/funding.

Special Projects:

- Assists with special meetings/events requirements for both in person and virtual situations, as needed.
- Spearheads other special projects as identified and requested in collaboration with the Executive Director.
- Participates in meetings/events hosted by national partners that include management staff members in order to form relationships outside of VOICES.
- Coordinate with VOICES staff in regards to Internship/Fellows program.

Board of Directors:

- Compiles and prepares reports, charts and updates to Board of Directors as needed or requested.
- Manages or assists with Board of Directors general meetings and assists with committee work as needed or requested.
- Coordinates and prepares reports, materials, and logistics for quarterly Board meetings.

Position Qualifications:

College degree and/or experience equivalent to level of position.

Must possess strong organizational, interpersonal, verbal, and written communication skills.

Experience in supervisory and leadership skills.

Past experience in general financial and business management.

Experience in non-profit, foundation organization preferable.

Must possess knowledge of decision making processes, personnel management, financial management, purchasing and inventory procedures, and overall knowledge of managing administrative services of an office.

Salary commensurate with experience. Please submit a résumé and cover letter to TStrichik@alavoices.org by Friday September 26, 2025.