



ROOSEVELT ROW

922 North 5th Street
Phoenix, Arizona 85004
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Operations Manager
Position Description

Department: Manages and implements events, programs, services, and other administrative duties for a small place-based nonprofit organization.

Reports to: Executive Director / President of the Board

Compensation: \$20/hour, \$28,800/annually plus limited benefits

Employment Status and Hours: 30 hours/week

ABOUT

Roosevelt Row CDC is a 501(c)3 nonprofit community development organization established to advance arts-focused initiatives for artists, entrepreneurs and residents, cultivating creative space within a sustainable Roosevelt Row Arts District. From popular annual events, to active programs like our Roosevelt Row Academy, Merchants Association and Artist Advisory Committee, Roosevelt Row CDC is a leader in connecting visitors and residents within this vibrant and nationally-recognized district downtown.

Roosevelt Row CDC is committed to creating a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Description

The Operations Manager for Roosevelt Row Community Development Corporation is a staff position that manages the delivery of programs and services for the organization, maintains the administrative structure of internal operations, and provides positive, productive engagement between the organization and the community. Candidates will also assist in handling office and storage organization, as well as serve as a liaison to artists, merchants, and district residents. This position reports to the Executive Director.

Responsibilities

This position will be responsible for maintaining the structure of programs and services for the organization including events, and management of the Merchants Association.

Specific tasks will include but are not limited to:

- Maintaining archival and administrative files, including documentation of the Merchant Association, Artist Advisory Committee, and Board of Director meeting agenda and minutes, internal departmental meetings, partnership meetings and event financial reports

- Facility management for Welcome Center and office space at 918 North 2nd Street
- Supervises and maintains inventory of program supplies, including ordering necessary materials for a smoothly-running office and program items
- Train and supervise interns and volunteers and maintain related records
- Assist in the management of organizational programming
- Provide input and strategies for growth of organization in conjunction with staff and board members

Expectations

Ensure all phone calls are answered within 24 hours.

Ensure emails are responded to and/or routed to the appropriate responsible party within 48 hours.

Check mail at 922 North Fifth Street office daily.

Provide a minimum of 10-15 hours per week of Welcome Center office hours.

Work alongside the Communications Director to provide content needs relevant for program information and promotions.

Attend all staff meetings and organization events.

Work with a mission-minded focus on service to the community.

Qualifications

- At least 3 years of related experience.
- Strong computer skills and proficient in Excel, Word, Google Suite, and Asana.
- Experience with programs, events, or arts-based initiatives is a plus.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and a collaborative management style.
- Interest in art-focused programs, creative spaces and community building is encouraged.

Schedule

This is a part-time, hourly-based position, with 30 hours per week. The Operations Manager will set his/her own regular office hours and allow time for board meetings as needed. This position requires availability to work the occasional evening and weekend for various neighborhood activations and fundraising initiatives.

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