

OPERATIONS MANAGER

Isles seeks a highly motivated individual to serve as Operations Manager. This position will play a key role in Isles' success by streamlining and standardizing all processes and systems related to the operation of three separate offices. This would include leading the operation and actualization of the newly opened Social Profit Center, managing events, controlling inventory, coordinating with the Board of Trustees, and supporting donor development efforts.

Founded in 1981, Isles is a community development and environmental organization with a mission to foster self-reliant families and healthy, sustainable communities. The mission of the Isles Social Profit Center, opened in 2021, is to provide high quality tenant and meeting space at a reasonable price for non-profit entities in the Mercer County region, and to provide a vehicle for collaboration and shared learning among tenants and external members.

Roles and Responsibilities

Office Management

- Manage inventory of supplies including ordering process and cost containment
 - Manage office supply and other vendors and maintain an accurate vendor contact list
 - Coordinate staff meetings and events
 - Oversee office administrative and custodial staff
 - Assist with maintenance of donor database
 - Act as secretary of and provide support to the Isles Board of Trustees
 - Serve as Notary for the organization
 - Optimize mail handling, shipping and delivery processes
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Social Profit Center Operations

- Identify and recruit potential tenants
 - Market the building for events, tenants and membership
 - Coordinate with contractors for needed repairs or inspections
 - Oversee building operations and staff
 - Manage tenant relations
 - Manage rental processes and logistics for meetings and events
 - Assist with building programming and collaboration opportunities
 - Assist with maintaining building finances and rent collection
 - Coordinate with Hamilton Township as needed
 - Manage mail and shipping / receiving processes
 - Coordinate with finance on rent collection
 - Steward SPCMO actualization projects
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Qualifications

- Bachelors degree
 - 3+ years of experience in related work
 - Strong leadership, communication, problem solving and interpersonal skills
 - Ability to work independently and collegially in a fast-paced, goal oriented environment
 - Ability to wear many different hats to meet changing conditions and needs
 - Experience managing staff
 - Comfort and skill handling high volume of email and using technology including Microsoft Office applications
 - Cultural competency and humility
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Compensation: Exempt, \$48k - \$60k DOE, generous benefits package including health, dental, vision, FSA and 401K with company match
