Job Announcement

Operations & Development Associate
Reports to: Operations & Development Manager
Classification: Part-time, approximately 10 hours per week
Start date: September 1, 2021 (or when position filled)

Enriching Lives through Music (ELM) is an immersive youth music school in the Canal neighborhood of San Rafael that provides tuition-free, multi-year music education, ensemble and performance opportunities to primarily first generation Latinx children aged 7-18.

Position Summary: The Operations & Development Associate supports the ELM team with office management, accounting and human resources, donor relations, and communications. He/She/They will provide a single point of contact for all day-to-day ELM operations and administrative oversight of the ELM office/rehearsal space in San Rafael, CA. This position reports to ELM’s Operations & Development Manager and works closely with ELM’s Executive Director.

Key Responsibilities: This position provides support for the ELM office, accounting, human resources, donor relations, and communications.

Office management
- Keep organizational and administrative policies up-to-date
- Care for and maintain ELM office equipment; and
- Manage contracts and vendors

Accounting & HR
- Manage accounts payable and accounts receivable
- Prepare month-end journal entries
- Oversee payroll processing
- Manage contracts and vendors (teaching artists)
- Ensure employee handbook is in compliance and up-to-date
- Oversee employee onboarding & offboarding

Donor relations
- Coordinate grant application and reporting deadlines
- Maintain CRM software including:
  - Donor contact details
  - Gift processing & acknowledgements
- Support the annual fundraising appeals process
- Support the planning and executive of donor events
- Provide other administrative support to Executive Director

Communications
- Manage social media outlets (Facebook and Instagram)
- Support the distribution of periodic donor emails and newsletters
• Promote events across the Bay Area

Other duties as assigned by Operations & Development Manager

**Required skills and experience:**

• B.A./B.S. Degree or working towards one
• Detail-oriented and efficient with ability to multi-task
• Excellent written and oral communications skills
• Ability to work independently with little supervision
• Excellent interpersonal skills
• A self-starter, data and deadline driven, and ability to multi-task with solid organizational and time-management skills
• Interest in growing professionally with a mission-driven, social impact organization

**Familiarity with frequently-used software/systems:**

✔ Quickbooks
✔ Bloomerang (or other donor database system)
✔ Paychex
✔ Google Workspace (Drive, Sheets, Docs)
✔ Microsoft Office (Word, Excel, PowerPoint)

**Compensation:**

This job is based on competitive compensation commensurate with experience with opportunity to evolve to full-time.

Please email cover letter and resume to:
Andrea Lloyd
andrea@elmprogram.org

For more information about ELM, please visit:
elmprogram.org

*Enriching Lives through Music is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation, or veteran status.*