



Enriching Lives through Music

## 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](mailto:andrea@elmprogram.org)

For more information about ELM, please visit:

[elmprogram.org](http://elmprogram.org)