

<b>Job Title: Operations Director</b>	<b>Reports to: CCEF Executive Director</b>
<b>W2 Employee of the Foundation</b>	<b>Site: Educational Services Annex 1020 Keeter Rd and/or home based</b>
<b>Start date: July 1, 2025</b>	<b>Part-time – approximately 30 hours weekly, with flexible work schedule</b>  <b>Wages: Board Approved Compensation Package</b>

<b>Primary Function:</b>	<ul style="list-style-type: none"> <li>• Bookkeeping through Excel/QuickBooks, day-to-day accounting, prepare draft reports to Treasurer &amp; Finance Committee</li> <li>• Seek and apply for grants, endowments, scholarships</li> <li>• Annual Report Publication</li> <li>• Assist with all CCEF Events</li> </ul>
<b>Qualifications:</b>	<p>1) Educational Level: Bachelor's Degree</p> <p>2) Successful experience in a professional work environment preferably with a minimum of three years in a 501(c)3 organization or other community/public relations/fundraising experience</p> <p>3) Professional computer experience in Microsoft Office Suite, Outlook, Social Media.</p> <p>4.) Valid Georgia Drivers License and use of personal vehicle</p>
<b>Physical Requirements:</b>	<p>Routine physical activities required to fulfill job responsibilities.</p> <p>Must be able to lift and move boxes and/or storage containers weighing 25 to 30 pounds and be able to frequently lift, carry, push, and/or otherwise be able to move tables, chairs, boxes, carts and/or containers.</p>

<b>Proficient Skills:</b>	<ol style="list-style-type: none"> <li>1. Grant writing and sponsor and benefactor relations</li> <li>2. Marketing and public relations skills including strong written and oral communication ability, and usage of social media</li> <li>3. Demonstrated organizational skills with focus on a detailed, multi-tasking skill set</li> <li>4. Willingness to work with CCEF Board and Executive Director</li> <li>5. Proficiency of computer programs, including Microsoft Office Suite and Outlook, social media, and website posts.</li> <li>6. Publisher/Canva other marketing applications as needed.</li> </ol>
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### ***Promoting and Maintaining Purpose***

- Assist in preparing the agenda and materials for scheduled Board and committee meetings
- Develop and share a calendar of events, meetings, and timelines relevant to the Foundation
- Maintain official records and documents as required or requested by the Board
- Maintain a list of current and former Board members' contact information to share with all Board members

### ***Stewardship & Grant Writing***

- Work with the Executive Director and Finance Committee to develop and monitor the annual budget, overseeing daily fund balance and stewardship of donations with the Treasurer
- Execute check requests as approved by the foundation budget
- Research and present requirements for potential new grants
- Work with the Executive Director on all Board-approved fundraisers
- Work with the Executive Director Expand and strengthen CCEF's revenue base by identifying and capturing other sources of revenue, including governmental and foundation funding, events, grants, in-kind donations, and corporate partners, while continuing to nurture the existing sponsors and partners
- Assist the Treasurer with financial responsibilities to ensure that all IRS and other regulatory requirements are met
- Protect 501(c)3 nonprofit status of the Foundation

### ***Other duties as required and/or assigned by the CCEF Board & Executive Director***