



**JOB DESCRIPTION**  
**DOUGLASS COMMUNITY ASSOCIATION**  
**Operations Manager – Full Time, Hourly (Non-Exempt)**

**Position Summary**

The Operations Manager is responsible for the overall daily operations of the Douglass facility, including communication with tenants and volunteers, as well as oversight of diaper distribution, daily events, and other special projects. In coordination with the Executive Director, the Operations Manager plans and organizes events and fundraisers, supports grant-writing and grant implementation, and assists with personnel and fiscal tasks, as needed. The Operations Manager must be highly organized, self-motivated, and adept at strategic planning.

**Qualifications**

A bachelor's degree with a minimum of five years of management experience, including a supervisory background, is preferred.

**Reporting Relationships**

Reports to the Executive Director

**Duties and Responsibilities**

1. Responsible for facilities maintenance and tenant relations
2. Supervise custodial staff and diaper distribution program
3. Provide vision, leadership, and direction for and within the Douglass
4. Manage confidential and/or sensitive information
5. Support the Executive Director to generate revenue and to meet fundraising goals
6. Perform required fiscal, personnel, and organizational duties, as assigned.

**Desirable Skills and Characteristics**

1. Independent judgement is required to plan, prioritize, and organize a diversified workload
2. Experience with event planning and coordination
3. Donor database experience preferred
4. Excellent time management and project management skills
5. Excellent verbal and written communication skills
6. Desire to work in a team environment and with diverse populations
7. Detail-oriented, creative, and able to problem solve
8. Ability to work independently as well as collaboratively
9. Proficient with Microsoft Suite and Google Suite.

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status. EOE

**Please apply using "Operations Manager" in subject line with resume and cover letter to:**

**Email:**

**Sidney Ellis**     [sellis@douglasscommunity.org](mailto:sellis@douglasscommunity.org)

**Mail: Sidney Ellis**

**1000 W. Paterson Street, Kalamazoo, MI 49007**