



STITCHBUFFALO



Operations and Development Manager

Stitch Buffalo is a nonprofit on the west side of Buffalo whose mission is to advance social justice for refugee women by creating opportunities for cross-cultural exchange and economic empowerment through textile arts. For more information, please visit: www.stitchbuffalo.org

Position Title:	Operations and Development Manager
Reports to:	Executive Director
Employment Type:	Part-time, 15-20 hours per week
Compensation:	\$15/hour
Location:	Buffalo

Overview:

Stitch Buffalo was founded in 2014 and began with the simple desire to gather and create. We aim to empower refugee women of Buffalo by providing meaningful work and a fair wage. Through the creation of beautiful, handcrafted textiles, we nurture cultural heritage while assuring self-worth as women and humans. Current programming includes multicultural workshop for teens, and ongoing community workshops for refugee women alongside area residents whose fees help pay the refugee women who teach.

Responsibilities:

The Operations and Development Manager has overall responsibility for the day to day operations of the organization ranging from general administrative duties to managing donor relationships to ensuring complete financial records are maintained. This position is one of 3 key positions for this growing, creative and beloved nonprofit on the West Side.

Finance:

- Responsible for the point of sale system (Simple Consign) and management of all data input and output including preparation of reports for the Executive Director and Board of Directors on a monthly or as needed basis
- Review and coding of all expenses incurred, prints and processes checks, ensuring proper approval from Executive Director
- Prepare and code all incoming cash and checks for deposit
- Prepare and review reports from the Quickbooks system for the Executive Director and Board Treasurer on a monthly or as needed basis
- Principal liaison with the volunteer bookkeeper and the Board Treasurer
- Tracks all grants and ensures reporting is prepared in a timely manner
- Reconciles reports from Simple Consign with Heartland payments
- Enter all Paypal information into Quickbooks as needed
- Prepare annual operating budget for review and approval by Executive Director and Board of Directors

Operations and Administration:

- Prepare policy and procedures manuals for the organization
- Support administrative duties related to meetings with funders, board of directors, community members etc.
- Respond to incoming e-mail and phone calls or forward as appropriate
- Manage the Google Suite account and all shared folders ensuring integrity of organizational documents
- Assist with management of retail space with regard to placement of inventory and handling customer sales
- Support programmatic efforts as needed with regard to scheduling classes, workshops and interacting with Stitch community clients
- Support organization of volunteers and planning of sales in conjunction with the Retail Manager

Development:

- Prepare and manage general fundraising plan for the organization in conjunction with the Executive Director and Board Fundraising Committee
- Prepare and mail acknowledgement letters for all incoming donations
- Assist in preparation of grant reports
- Manage the annual appeals process in conjunction with the Board's Fundraising Committee
- Research additional sources of funds and support grant requests or letters for donations

Qualifications:

Required:

- Demonstrated ability to work across a diverse range of communities and cultures
- Ability to work with staff, Board of Directors, community partners, members, and volunteers
- A Bachelor's degree or 3-5 years' experience with similar duties and necessary skills.
- Strong written and oral communication skills
- Ability to manage multiple, simultaneous projects, and coordinate with numerous partners
- Ability to work in a fast-paced environment with responsiveness to time sensitive and emergent tasks
- Technological proficiency including Microsoft Office and Google programs
- A strong work ethic and willingness to work flexible hours, including nights and weekends
- Ability to work independently with a high level of accountability and attention to detail
- Ability to maintain confidentiality and show sensitivity to donor information and relationships
- A commitment to excellence, teamwork, continuous learning, and creativity

Preferred:

- Prior professional and / or academic experience in general administration
- Experience with Quickbooks or point of sale systems

To Apply:

Please submit a cover letter and resume with "Operations and Development Manager" in the subject directly to jmoogstitch@gmail.com. Applications are only accepted electronically. No phone calls please. **Stitch Buffalo is accepting applications until June 30th, 2020.** Stitch Buffalo is an equal opportunity employer dedicated to diversity and inclusion in our organization. People of color, women, LGBTQ individuals, and people with disabilities are encouraged to apply.