



Job Title: Operations and Programming Manager
Reporting: Executive Director

General Duties: The Operations and Programming Manager is responsible for administration of Goodwood Museum & Gardens under the direction of the Executive Director. Key duties include overseeing human resources, managing key organizational functions, and supporting the Executive Director in development activities (corporate and private fundraising, grants, and membership). In addition, the Operations and Programming Manager plays a prominent role in the organization's three primary public programs including the Museum, Wellness, and Cultural Arts.

Specific Duties:

❖ Employee and Volunteer Management:

- Draft position descriptions with Executive Director and Personnel Committee
- Manage hiring and orientation process
- Manage grievance and mediation
- Assist Executive Director with personnel evaluations
- Manage staff priorities and needs
- Assist with staffing for and management of special projects
- Oversee volunteer program

❖ Administrative Duties:

- Oversee bookkeeper for :
 - Payroll salary and taxes
 - Evaluation and authorization of expenses
 - Receipt and deposit of income
 - Accounting/tax responsibilities
 - Maintenance of bookkeeping files suitable for annual audit purposes
- Maintain all organizational and program files
- Maintain federal, state and local reporting and licensing requirements
- Maintain all insurance requirements

❖ Grant Management

- Assist with grant preparation
- Track expenses
- Fulfill reporting requirements

❖ Board Duties:

- Coordinate with board for keeping official records
- Participate in board meetings

❖ Membership and Development:

- Assist with member management system
- Support membership recruitment and retention as needed
- Support development as needed (i.e. donations, planned giving)

❖ Partnerships and Programming

- Oversee development and implementation of partnership agreements
- Assist with Museum programming including implementation of expanded interpretation
- Help maintain and evaluate Wellness programming
- Assist with cultivating the Museum's Cultural Arts programming

❖ Other Duties:

- Assist with planning and implementation of Goodwood events as needed
- Other duties as needed

Minimum Qualifications Preferred

- Experience managing employees
- Experience in the business aspects of an organization, non-profit experience preferred
- Experience with grant management

To Apply: Respond to jhumayun@goodwoodmuseum.org

Learn more about Goodwood: www.goodwoodmuseum.org