



Job Title: Operations Specialist

Summary:

Under the supervision of the Director of Operations & Development and the Chief Executive Officer, Teen Life seeks a well-organized individual who can manage multiple assignments, set priorities, adapt to changing conditions, and is passionate about serving teens in our community. The Operations Specialist will support the DOD and be responsible for various administrative and general duties. The Operations Specialist position is a 12-month, part-time, 20-25 hours per week, flexible, primarily remote work. Teen Life seeks a results-driven achiever with excellent organizational skills. The OS must be an exceptional listener and communicator who effectively conveys information verbally and in writing.

Responsibilities include but are not limited to

- Aid in all development efforts, such as fundraising event planning, acquiring auction items, event setup, and event management.
- Manage auction item database for our Fall event.
- Managing the COO's calendar, scheduling meetings, sending emails, phone calls, managing and executing gift acknowledgments, and pledge reminders.
- CRM- database and record management. Update new information gathered about prospects and donors on the database, including contact details, interactions, and relationships.
- Aid in Finding/Tracking/Updating the status of grants.
- Relieves the DOD of day-to-day administrative duties.
- Help coordinate quarterly community events.
- Aid in researching and identifying various funding sources
- Will require in-person assistance for fundraising events and some meetings.

Qualifications:

- Strong verbal and written communication skills
- Proficient computer skills, including Google suite
- Willingness and ability to professionally correspond by email and phone
- Previous clerical, secretarial, or office experience