



## Position Description

**Job Title:** Operations Manager

**Employment Dates:** At will

**Days and Hours:** The Operations Manager is a full-time position, expected to work 40 hours a week, with flexible scheduling based on the program's needs. Our organization operates on a Tuesday-Saturday workweek.

**Pay and Benefits:** \$45,000 - \$50,000 dependent on experience, medical, dental, and vision, 401k, Weekly share of vegetables (\$300 value)

**About Soul Food Project:** Soul Food Project is an urban farm in the northeast corridor of Indianapolis. More than food production, our farms serve as beautiful oases in Indianapolis and are used as teaching laboratories for people of all ages. Our farms engage both youth and adults in our workforce development programs. Part of our work is to keep the spaces beautiful through landscaping & garden maintenance. We also grow food distributed at a weekly farm stand, food pantries, and veggie boxes in the neighborhood. Food justice, youth power & cultural roots are the core foundations of our work.

**Overview:** The Operations Manager will report to and work closely with the Executive Director, responsible for day-to-day operations and identifying the resources needed to achieve the organization's goals/mission. The Operations Manager will strengthen existing and create new community partnerships in support of the mission of Soul Food Project. The Operations Manager is responsible for developing major gifts, fundraising, planned giving, grant writing, solicitation, and in-kind resources to support the operational, outreach, and educational needs of Soul Food Project presently and in the future. The operations manager is responsible for liaising with the board members to ensure they are effective. Managing organizational accountability and programs, materials, and supplies for various projects.

### Duties:

#### Operational planning and management

- Develop an operational plan incorporating goals and objectives that work towards the organization's strategic direction.
- Handle human resource responsibilities (hiring, training, evaluating, etc.).
- Ensure that the organization's operation meets the expectations of its clients, Board, and funders. Along with the Executive Director, help draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies annually, and recommend changes to the Board as appropriate.
- Provide support to the Board by preparing meeting agenda and supporting materials.



- Acts as a proxy for the Executive Director as needed in her absence.

### **Programs and Community**

- Work with the Executive Director to oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor current program contracts to ensure compliance, program report(s) completion, and budget implementation. Oversee program budgets.
- Creates and manages the annual calendar of special events, fundraising initiatives, and similar projects.
- Support and assist the Executive Director in and at special events and programs.
- Represent the Executive Director at meetings and functions when assigned by the Executive Director.
- Establish good working relationships and collaborative arrangements with community agencies/organizations, including funders, local and state government officials, and other stakeholders to help achieve the organization's goals.

### **Financial planning and management**

- Work with the Executive Director and the Board to prepare a comprehensive budget.
- Work with the Executive Director to secure adequate funding for the organization's operation.
- Research funding sources, assist with developing fundraising plans, and write funding proposals and grants to increase the organization's funds.
- Participate in fundraising activities as appropriate (including semi-annual fundraisers) Ensure that sound bookkeeping and accounting procedures are followed (through working with our accountant).
- Help administer the organization's funds according to the approved budget and monitor the monthly cash flow of expenses.

**Reports to:** Executive Director

**Supervises:** None

**Location:** Hybrid, preference will be given to someone who lives near the farm

**Hours:** Full-time

### **Skills & Qualifications**

- Ability to communicate effectively with various stakeholders (youth, parents, organizational partners, volunteers, and general public) and educate the community on food and farming curriculum.



- Must be able to work collaboratively with a team and remain flexible to scheduling changes.
- Positive, energetic, and focused working independently and with groups.
- Demonstrated ability to creatively solve problems.
- Knowledge of issues relating to local food, food sovereignty, and sustainable agriculture.
- Emotional maturity, treats others with kindness, respect, and compassion.
- Able to work collaboratively with people from diverse backgrounds in terms of race, ethnicity, gender (including trans\* and nonbinary individuals and communities), sexual orientation, class, and religion.
- Experience living and working in communities of color, including fluency in Black, Indigenous, and/or Latinx cultural reference points.
- Life experience living and working in low income/low financial wealth communities preferred.
- Strong written/verbal communication skills.
- Excellent initiative and follow-through, including in remote positions.
- Technology literacy with Google Suite, Square and Zoom. Willing to seek out and attend tech workshops to learn additional platforms, such as Hootsuite, Wix, Canva, and Mailchimp.
- Clean drivers license.
- First Aid/CPR certification and bilingual skills are a plus.