



Director of Operations Job Description

Texas Cultural Trust Mission

The Texas Cultural Trust, established in 1995, is a 501c (3) non-profit organization whose mission is to be the leading voice of the arts in education, advocacy, and economic impact in Texas, spotlighting the artistic excellence of our state.

Position Summary

The Texas Cultural Trust is looking for an experienced **Director of Operations** to support the Executive Director (ED) and oversee the management of office operations. The Director of Operations will report to the Executive Director and will be responsible for managing the ED's calendar, planning appointments, travel arrangements, and internal, external constituent communication with various Trust audiences, oversee day to day office operations including human resources, vendor management, team member support, interns and volunteer management and board meeting and event logistics.

Responsibilities

Executive Assistant:

- Provide project-based support to the Executive Director as needed
- Manage and coordinate the Executive Director's daily and upcoming calendar
- Arrange and manage meetings, conference calls, and travel details
- Maintain regular communication with Trust partners and their teams (with appropriate timeliness)
- Prepare briefing/background information for meetings and events as needed
- Ensure the Executive Director is always on schedule
- Interact with high level contacts and sensitive information with discretion and judgement
- Generate correspondence, memos, and presentations
- Oversee and assist with event planning and management as needed
- Prepare reports on financial data and other metrics
- Maintain and update contacts in database and Executive Director's contact lists
- Recruit, manage, and hire interns
- Respond to emails and phone calls on behalf of the Executive Director
- Support the Executive Director in ensuring their responsibilities are carried out seamlessly, productively, successfully, timely, and without error while maintaining their outside of office responsibilities.

Office Operations:

- Manage day to day office operations
- Provide human resource, technology, and other support for team members
- Maintain and update organization calendar
- Manage onboarding process for new hires and board members
- Work with bookkeeper and CFO to maintain office finances on QB
- Deposit/acknowledgement/record keeping
- Raiser's Edge/Quick books reconciliation
- Raiser's Edge Constituent record updates
- Constituent/Partner/Sponsor correspondence
- Pledge and membership follow-up
- Payment plan Inquiries and management
- Database and QB Inquiries
- Support team members as needed
- Venue/Catering coordination for Board Meetings and Holiday social events
- Coordinate staff and guest travel
- Event hotel and/or venue coordination
- Oversee on-site registrations
- Advance event venues and vendor coordination and logistics
- Manage office supplies and collateral
- Primary contact for vendors

Qualifications and Attributes

A successful Director of Operations must have prior relevant experience, strategic mindset, good judgement, acute attention to detail, strong verbal and written communication skills, ability to proactively anticipate needs, and outstanding organizational skills. The goal is to work with the Executive Director and Trust team to add the highest possible value to the organization and its mission.

- Proven relevant experience
- Understanding of non-profit organizations
- Proficient in using technology as a communications and reporting tool
- Knowledge of reporting and basic budgeting
- Strong organizational and planning skills
- Proactive
- Excellent verbal and written communication skills
- Exceptional attention to detail
- Strong problem-solving ability (experience in managing and meeting last minute changes)
- Personal qualities of integrity, credibility, and a commitment to the Trust's mission
- Strong work ethic
- Interested in working to assist the Executive Director in ensuring responsibilities are carried out seamlessly, productively, successfully, timely, and without error
- Flexible with work hours during busy seasons of the year

Compensation and Benefits

Salary commensurate with experience.

Comprehensive compensation and benefits package. Health Insurance and 401k offered.

To apply please submit a cover letter and resume via email to info@txculturaltrust.org. Make sure to include Director of Operations in the subject line of your email.