

Operations Manager - League of Women Voters of Metro Columbus (LWVMC)

LWVMC seeks a dynamic, full-time Operations Manager to lead our nonpartisan organization in educating and empowering voters in central Ohio.

Key Responsibilities:

Board and Committee Support

- Collaborate with the Board to set priorities and manage monthly meetings
- Oversee, support and attend committee meetings, ensuring alignment with the League's mission and strategic plan
- Provide support and education for committee chairs and committee members as needed
- Produce board packets for board meetings

Volunteer and Membership Management

- Recruit, train, and supervise volunteers
- Manage member relations and recruitment efforts
- Coordinate membership events and orientations

Advocacy and Education

- Support advocacy initiatives and educational events
- Coordinate with LWV Ohio on statewide campaigns
- Assist with Program Planning meetings and forums

Voter Services

- Organize voter registration drives and candidate forums
- Produce voter guides and coordinate election protection efforts with LWV of Ohio
- Manage partnerships with community organizations

Communications and Fundraising

- Maintain website and social media platforms
- Produce weekly newsletter and annual report
- Support a variety of development activities, including grant applications, fundraising events and donor cultivation

Financial Management

- Update QuickBooks and manage financial records
- Assist with budgeting, tax filings, and financial reporting

Desired Qualifications:

- Strong organizational and leadership skills
- Experience in nonprofit management preferred
- Excellent communication and interpersonal skills
- Experience working with boards and diverse stakeholders
- Commitment to nonpartisanship and civic engagement
- Proficiency in QuickBooks and social media platforms

Salary & Benefits

- \$50,000-\$55,000 annually; salary commensurate with experience

- Benefits include paid sick, vacation and family leave; additional benefits available
- Office provided but remote work available

Requirements

- Set your own schedule outside of required committee and board meetings and events
- Some evening and weekend required
- Self-transportation required throughout Franklin Co.

Application Instructions

Please send your resume and a writing sample as a combined PDF to vote@lwvcols.org with the subject: Operations Manager Application. The deadline to apply is March 10.