



Title: **Office & Operations Manager**
Location: Truckee, California
Start Date: ASAP
Type: Full Time
Open until: Filled

Summary of Position:

The Office & Operations Manager is responsible for the day-to-day administration of the Sierra Business Council office in Truckee and provides key logistical support in planning events, quarterly Board meetings and bi-annual supporter mailings. Duties include bookkeeping functions, database management, and logistically supporting staff on public events and conferences. The position provides administrative support such as answering calls and administering phone systems, document organization and filing, organizational correspondence, and general data entry. The position manages with special attention to the proper functioning of office equipment: including inventory, order and receipt of office supplies; interfacing with vendors; maintenance and cleanliness of the SBC office; and the processing of mail and other deliveries.

This position supervises no staff and is supervised by the Vice President of Finance and Operations.

Office Duties

- Maintains Salesforce database
- Process thank you letters for donations received, copy checks, update records.
- Purchases office equipment, secures service agreements
- Manages tenant relationships and building maintenance contracts
- Assists with managing organizational and office insurance requirements
- Coordinates incoming and outgoing mail and fax distributions
- Maintains phone systems and processes,
- Answer phones
- Maintains office files and SBC project document archives
- Maintains personnel systems including processing new-hire packets and employee close-out documents,
- Coordinate staff appreciation activities as needed and as directed
- Assist with annual supporter mailings in close coordination with Communications Director and Development Director
- Maintains storage areas, and storage of event materials, office supplies and archiving project materials
- Maintain office equipment, provide operational assistance as needed.
- Ensure the office has necessary supplies, replace and refill needed items, place orders as needed, including back up supplies for office machinery to ensure uninterrupted productivity
- Maintain a professional and productive office atmosphere and appearance
- Interface with vendors and visitors
- Interface with staff and requests for IT support.
- Maintain and schedule maintenance for SBC vehicle



Operational Duties

- Communicate effectively with staff on office guidelines, deadlines, and key services
- Learn from experience gained within the Sierra Business Council and elsewhere and share best practices in office and event management within the organization, strive to promote energy efficiency and sustainable office practices
- Assists President with administrative duties as assigned
- Assists SBC staff and Board as necessary
- Coordinate and lead bi-weekly staff meetings
- Record notes/minutes at various meetings
- Provide specific program support for the Sierra Nevada Geotourism program
- Provide specific program support for the Small Business Development Center
- Assumes additional responsibilities as needed in order to help the organization with specific assignments and requirements
- Ability to identify operational inefficiencies and propose solutions while managing multiple projects simultaneously
- Perform other duties as required for organizational effectiveness

Event Organizing Duties

Coordinates SBC events including the Board of Directors' Meetings, staff meetings, and special meetings as directed. Selects and makes arrangements for suitable venues and makes physical checks of them prior to the meetings to ensure appropriateness. Makes arrangements for necessary materials and equipment, selects menus where appropriate, and makes provisions for proper support to include all services necessary to the meetings' success.

- Responsible for event logistics and support
- Responsible for the coordination of SBC staff and volunteers at events to contribute to event success
- Responsible for organizing quarterly board meetings, including logistics, room reservations, meeting space, food needs, notes & minutes, maintaining board files
- Works closely with management, Communications Director and the Development Director to organize SBC organizational events, ensuring that contracts are in place for space, food, AV equipment, lodging, travel, and speaker fees as necessary
- Coordinate with contractors to manage large events, such as a Conference
- Assist with meeting set up at the office, AV needs and logistics

Requirements

- Demonstrated commitment to the mission, goals and values of the Sierra Business Council
- Strong written and verbal communications skills
- Strong attention to detail, follow up, and an ability to prioritize tasks and meet deadlines
- Strong ethos and commitment to employee confidentiality
- Demonstrated expertise with Microsoft Word and Excel
- Experience with database management. Salesforce experience preferred



- Strong organizational skills and attention to detail with an ability to prioritize tasks and meet deadlines in the absence of specific instructions
- Excellent communication skills, ability to clearly build rapport with staff, vendors and community members
- Ability to track progress on tasks and follow-up as needed
- History of communicating clearly and building rapport and constructive relationships with staff, tenants, vendors, and the general public
- A strong desire for results-commitment to making things happen even with limited resources
- Maintain the personal drive, energy, motivation, and self-direction necessary to accomplish tasks without close supervision
- Be a team player, capable of sublimating self-interest and assisting other staff members in the pursuit of organization objectives
- Be committed to results orientation, making things happen to assist the Program staff and its mission
- Knowledge of QuickBooks and Salesforce preferred

Office / Work Environment

This is a full-time position at SBC's office in Truckee, CA. The work is performed in a general office setting with occasional travel requirements. Minor physical exertion is expected in daily work.

About the Sierra Business Council

Sierra Business Council (SBC) is a nonprofit organization with a mission to foster thriving communities through "on-the-ground" projects that promote, develop and amplify the regions social, environmental and economic capital. We pioneer and demonstrate innovative approaches and solutions to increase community vitality, environmental quality, economic prosperity, and social fairness in the Sierra Nevada. Through innovation, integrity, and respect, the Sierra Business Council harnesses these opportunities by implementing projects that demonstrate proactive and positive adaptations to a shifting environment, economy, and population. These projects will empower the Sierra Nevada to become the best place to raise a family, seek adventure, learn, engage in community, grow a business, and find meaningful work – a place of hope and accomplishment.

The region's economy is diverse, inventive, and sustainable; the land is cherished, inspiring and alive; the communities are welcoming, open and engaging. We act as steward leaders of the region, taking responsibility for the care and responsible management of our place. It is a place where residents and visitors have the opportunity to improve their lives, renew their spirits, and prosper in health as well as wealth. It is the place many of us seek – a place to call home.

Please send resume and cover letter to info@sbcouncil.org.

For additional information about Sierra Business Council please visit: www.sierrabusiness.org