

## **STILL HARBOR JOB POSTING – OPERATIONS MANAGER**

### **ABOUT STILL HARBOR**

Still Harbor was founded on the belief that spirituality cultivates the depth of imagination, courage, and service needed to transform an unjust world. Our mission is to accompany individuals and organizations engaged in social justice efforts by serving as a spiritual community and learning partner.

We currently run a 6,800 square foot Center for Discernment & Action in South Boston that provides the place in which we are able to bring our mission to life. With a small core staff of practitioners, we offer: 1) programs in spiritual direction; 2) facilitation and curricula design for organizations tending to the formation of their mission, culture, and staff capacity and resilience; 3) opportunities for individuals to participate in our spiritual formation workshops and retreats; and 4) community gathering space for partners and like-minded organizations or groups.

### **OPERATIONS MANAGER**

The operations manager is the third full-time position on the Still Harbor team. With the addition of this position, we are looking to bring a level of consistency and rigor to our administrative and operations systems and to our engagement with the community of non-profits and individuals living and working at or visiting our Center for Discernment & Action in South Boston. The key responsibilities of this job are detailed below:

#### Financial Operations support:

- Maintain Still Harbor's QuickBooks accounting system
- Manage incoming revenue and deposit process
- Issue invoices
- File withholding tax payments and reports to state and federal tax authorities
- Complete monthly, quarterly, and annual reports to State and Federal tax, insurance, and administrative bureaus
- Develop and implement expense reporting and documentation systems
- Run basic reports

#### Development Operations support:

- Maintain Still Harbor's eTapestry database
- Lead person in support mailings (i.e. appeals and thank yous)
- Run lists and conduct basic database analysis
- Develop systems of notification when gifts are received
- Assist with fundraising and outreach meeting and events
- Support communications materials development (website, brochures, etc)
- Assist with implementation of development initiatives as needed

#### Community Operations support:

- Develop and implement shared calendar system for full community

- Maintain calendar of programs and guests
- Maintain stock of supplies and materials for the Center community and for Still Harbor operations
- Manage day-to-day operations of the Center for Discernment & Action
  - Tending to needs of community members
  - Making announcements of community activities or Center events
  - Maintaining Center cleanliness with help of cleaning support and Center guidelines
  - Ensuring community members are aware of and adhering to Center guidelines
  - Assist with the contracting and scheduling of maintenance and repair of Center as needed
  - Helping set-up and clean-up for guests of the Center
  - Greet guests and welcome program participants
- Develop guest materials and systems for informing guests of Still Harbor's community guidelines and culture
- Manage and attend, whenever possible, all community gatherings and contemplative times.
- Be a joyful, thoughtful, and wise presence within the community.

#### General Administrative support

- Assist with answering telephones and responding to incoming inquiries
- Support team with scheduling and booking travel as needed
- Assist with drafting, editing, and finalizing correspondence as needed

#### **QUALIFICATIONS:**

- Exceptional orientation to detail; ability to manage databases and keep track of specifics
- Strong organizational skills. Likes to keep track of and move forward details on multiple projects simultaneously
- Strong communication skills; ability to support and collaborate successfully with multiple constituents inside and outside of the organization
- Comfort working in a highly entrepreneurial environment and the willingness to contribute as needed to an emerging organization
- Confidence with technology – willingness to learn new systems and become proficient enough to support others
- A passionate commitment to spirituality and social justice
- Priority will be given to candidates who have a background in spirituality, non-profit administration /operations support, or intentional residential community management
- Bachelors Degree or equivalent via years of work experience required

#### **TO APPLY:**

Please send resume and cover letter to [info@stillharbor.org](mailto:info@stillharbor.org).