



Job Title: Office/Operations Manager

Reports to: Executive Director

Supervises: No supervisory role

Classification: exempt status, full time (40 hours/week)

Salary: \$48,000 - \$52,000

PTO: 10 days first year, + Christmas Eve through New Year's Day, state/federal holidays.

Benefits: healthcare stipend

### **About Us**

Northstar Problem Gambling Alliance (NPGA), the state affiliate to the National Council on Problem Gambling is seeking a new Office/Operations Manager. NPGA was started in 2001 out of a need to raise public awareness and build resources for those who are addicted to gambling. As the state's advocacy organization committed to improving the lives of those affected by problem gambling, we are the leading resource for people in recovery, families, treatment providers, researchers, educators, gaming industry and legislators to learn about the latest research and trends in the problem gambling arena. We receive most of our funding through gambling tax revenues which is distributed through the Department of Human Services.

As a small nonprofit (2-person staff including this position), the office/operations manager will have a significant portfolio of responsibilities. We seek an individual who has strong skills in bookkeeping, detailed record keeping, billing, working with our accountant contractor on payroll, database management, maintaining relationships with our vendors and the various professional and community associations with whom we regularly interact.

There's a great deal of autonomy for a person who is self-initiated and likes to work collaboratively. Because of our small staff, it's important that the ideal candidate be willing to be flexible and has interest in sharing a diverse set of skills that will help the organization to continue evolving.

NPGA hosts a state-wide conference, offering CEUs to various professionals and devising a program that invites national speakers and instructors. Assistance in planning and implementing the conference will also be a part of the operations manager's duties.

The operations manager will work directly with the Executive Director and will communicate regularly with its board of directors.

### **Our Future Aspirations**

NPGA recently approved a new strategic plan which can be viewed on our website

<http://northstarg.org/aboutnpga/>

### **Our Desired Candidate**

NPGA celebrates its 20<sup>th</sup> year of serving the problem gambling community. We seek an individual who is curious to learn, to offer their ideas and is empathetic towards those with addictions and in recovery.



The Office/Operations Manager is responsible for supporting the organization's internal processes and critical infrastructure to support the mission. Specifically, the office/operations manager will work collaboratively with the executive director, the accountant and is responsible for bookkeeping, assisting with financial management and managing the office. There is a monthly rhythm of preparing grant reporting and board reports.

### **Skills and Abilities**

- Excellent written and verbal communications
- Experienced office management skills – supplies, vendor relationships, facility liaison, office equipment (copier, phones, computers) record keeping and filing.
- Appreciate and participate in a positive, passionate work culture
- Enjoys being detail oriented
- Ability to take initiative, be flexible, use sound judgement, manage projects and work independently
- Strong knowledge of accounting and reporting software; experience with QuickBooks online a must. Excel skills required.
- Solid experience with financial documents collecting and processing payments, budget development, accounts payable and receivable, general ledger, and payroll.
- Demonstrated database skills – Salsa ideal as well as Constant Contact.
- Highly motivated, organized, and great attention to detail.
- Some experience with event planning
- Desire and ability to collaborate internally and with external partners to contribute to the vision, mission and goals.
- Knowledge or social media platforms – Facebook, Linked-In, Instagram, Twitter.

### **Core Job Functions:**

- Maintaining financial records, employee records, monthly grant reporting, banking, invoices, vendor/contractor relationships
- Maintaining database (Salsa) – memberships and donors
- Notetaking at Board of Director meetings and occasionally other meetings.
- Overseeing organizational mailings (newsletter, events)
- Proofreading newsletter/event materials
- Maintaining calendar & registrations for all outreach conferences where we table (approx. 25/annually)
- Event planning for state conference
- Maintaining office supplies and inventory of prevention materials

### **Minimum Education and Experience**

- BA or higher in accounting or finance preferred or years of demonstrated experience
- Minimum of five years' experience, some knowledge of nonprofit structures a plus.



### **Working Conditions and Environment:**

The building is accessible and smoke free. This position works during normal business hours. Some occasional extra hours may be required during the state conference. Must have ability to sit for long periods of time and utilize various office equipment (e.g., computer, phone, and printer) on a continual basis.

### **VI. Hiring Process and Timeline**

- Please include a current resume and cover letter. The resume will tell us your history and qualifications, so please use the cover letter to tell us why you are interested and what you personally will bring to our team.
- The hiring process will include:
  - Review and screening of resumes/cover letters.
  - First round interviews with the Executive Director.
  - Top 2-3 candidate second round interviews.
  - Formal offer to follow for final candidate.
- Expected hiring date is mid- August 2021. It is expected that all employees will be fully COVID-19 vaccinated.
- Upload cover letter and resume with 3 professional references to [jobs@northstarpg.org](mailto:jobs@northstarpg.org)