

Gundalow Company, Portsmouth, NH

OPERATIONS MANAGER

JOB DESCRIPTION

Gundalow Company seeks a self-motivated, organized, energetic/enthusiastic, detail-oriented, computer savvy, team-player. Reporting to the Executive Director, but collaborating with all staff, this new position provides administrative support for all office operations and fundraising activities including data base management, communications, direct mail appeals, and special events. Training provided for donor management software and online ticketing system.

ESSENTIAL RESPONSIBILITIES:

- Daily Data Entry including Vendini online ticketing system and LGL donor data base
- Maintain Internal and external scheduling and calendars for programs and events
- Generate Internal Reports from ticketing system and donor acknowledgements from data base
- Maintain filing system for Administration
- IT issues with office computers, phones, online ticketing system
- Track inventory and place orders for signage, rack cards, and posters
- Assist with events, answer phone and sell tickets as needed

REQUIREMENTS:

- 4 year Bachelor's degree plus 3-5 years' experience in office management and data entry in a nonprofit setting
- Proficiency in Microsoft office word
- Excellent database management skills
- Ability to take initiative to create solutions and solve problems in a fast-paced environment
- Ability to interact with the public

ORGANIZATION DESCRIPTION:

The nonprofit Gundalow Company's mission is to protect the Piscataqua region's maritime heritage and environment through education and action. To fulfill our mission, we use a recently built, traditional, wooden gundalow as our floating/sailing classroom. Having just completed four very successful years and over 1,000 sailing trips on the Piscataqua River (400 trips per year for school groups and the public) the organization is initiating a strategic planning process in early 2016 that will define goals and activities in 2017-2019.

TO APPLY:

Send cover letter, resume, contact info for at least three references, and salary requirements to Molly Bolster, Executive Director at mbolster@gundalow.org no later than January 29, 2016.

Subject line: Search Committee Operations Manager