

POSITION DESCRIPTION FOR
MANAGER OF OPERATIONS
LEADERSHIP GEORGIA

Leadership Georgia seeks a **full-time Manager of Operations** to support the state's oldest and most successful leadership organization. Affiliated with the Georgia Chamber of Commerce, Leadership Georgia is a non-partisan organization that develops emerging leaders through an annual program that features five Georgia communities. Representing all walks of life, sixty-three participants, along with their spouse/significant others, are chosen to participate each year in the program.

A. OVERVIEW OF POSITION: This position manages the overall operations of the Leadership Georgia organization, and supports the Leadership Georgia Board of Trustees. The position works closely with the Executive Committee and various other volunteer committees of the board in implementing routine operations as well as strategic initiatives of the board. The position is responsible for working closely with the President and Program Chairs in delivering Leadership Georgia's five (5) annual programs and annual awards gala. The position reports to the Leadership Georgia Chairman. The position requires some overnight travel and manages a part-time Administrative Assistant.

B. TRAINING AND EXPERIENCE: Bachelor's degree is preferred, or equivalent combination of education and experience in project management/coordination. Desired knowledge and abilities: verbal and written communication skills (business grammar, spelling, punctuation, proofing and editing); in-depth analytical and organizational skills; basic and problem-solving math; office practices and procedures; financial management skills; web-based research; conference planning and management; supervisory experience; and proficiency in Microsoft Access, Publisher, Excel, and Word.

C. POSITION RESPONSIBILITIES

- 1) **General Operations:** The position is responsible for managing overall day-to-day operations of Leadership Georgia in close communication with the Chairman and Executive Committee. These duties include, but are not limited to:
 - Develop and implement operational plans and procedures for maintaining and improving all areas of Leadership Georgia (the Operations Manager is not responsible for developing policies; that is the responsibility of the Board of Trustees).
 - Assist the Chairman with the organization and implementation of Board meetings, conference calls, and written communication including the minutes of all meetings.
 - Assist the Chairman with the coordination of Executive Committee meetings and conference calls.
 - Manage Leadership Georgia's alumni database, including the preparation of data for the annual directory.
 - Work closely with Leadership Georgia's Finance Committee (and various other committees of the board) and with back office provider to solicit and collect participant tuition; solicit and collect alumni annual dues and other contributions; and execute fundraising plans.
 - Maintain positive relationships with all program, Gala, and annual sponsors to include appropriate correspondence upon commitment of funding.
 - Create, produce, and distribute Leadership Georgia's quarterly newsletter in collaboration with the Communications Committee.
 - Maintain and update the website and make recommendations for its functionality and relevance in accordance with the Communications Committee.
 - Work closely with the Awards Committee to purchase annual awards and update plaques.
 - Serve as primary point of contact for Leadership Georgia for email, web-based, and telephone communications, and refer inquiries and solicitations to Chairman and Executive Committee as appropriate.
 - Prepare press releases and communications regarding class, board, etc. in collaboration with the Executive Committee.

Work Standard: Executes the above duties in a timely and professional manner while maintaining related records. Emphasizes accuracy and quality standards. Communicates regularly with Chair and Executive Committee to review duties and evaluate performance. Makes recommendations for modifications that could improve performance and organization effectiveness

- 2) **Annual Programs and Class:** The position is responsible for working closely with the President and Program Chairs in developing and delivering Leadership Georgia's five annual programs and awards gala. These duties include, but are not limited to:
- Support board and Selections Committee with class application, nomination, and selection process to include mailings, email communications, and filling of required paperwork.
 - Assist incoming President with securing all locations and venues to include contracting for hotels and other venues.
 - Assist President with coordinating meetings of program team.
 - Assist President and Program Chairs with execution of all programs to include appropriate communications with vendors, supporters, sponsors, etc. before, during, and after the program.
 - Provide logistical support prior to and then on site during each of the programs.
 - Develop correspondence to the class, program team, board of trustees, and other relevant parties in advance of each of the programs in collaboration with President and program team.

Work Standard: Executes the above duties in a timely and professional manner while maintaining related records. Maintains effective communications and relationships with President and Program Team. Emphasizes accuracy and quality standards. Builds and enhances relationships with alumni and current class. Maintains relationships with personnel involved in event management and program coordination. Keeps President and program team informed of status of projects and events. Manages multiple tasks simultaneously. Sees the big picture while attending to details and anticipates the needs of President and program team. Monitors and meets deadlines. Involves others as needed.

Salary commensurate with qualifications. Application deadline is February 20, 2020. Applicants should submit a cover letter indicating interest and qualifications, resume, and three professional references **by email** to: chairman@leadershipgeorgia.org. No faxes or phone calls accepted.