**Arkansas Humanities Council**

**Job Announcement**

**Position Title:** Operations Officer

**Date Posted:** January 8, 2020

**Posting Expires:** February 7, 2020

**Reports to:** Executive Director

**Status:** Exempt/Full-time/Excellent Employee Benefits

**Summary**

Reporting to the Executive Director, the Operations Officer oversees the Council’s daily operations, including financial administration, human resources, office infrastructure, project management practices, and grants administration. The Operations Officer also tracks and monitors data for strategic goals to measure progress and assess the Council’s impact.

**Responsibilities**

* Oversee financial administration, including day to day finances, monthly reports, working with auditors, and administering annual budget and program planning with staff and board.
* Conduct grant administration processes for grants made and received by the Council.
* Manage external reporting to the National Endowment for the Humanities, Federation of State Humanities Councils, and other funders.
* Manage strategic goals, integrating them into operations and activities.
* Measure and communicate impact through tracking and reporting of grantees, Council sponsored activities and programs, and partnerships.
* Reconcile bank accounts.
* Prepare monthly payroll and schedule tax deposits for state and federal payments.
* Assist Executive Director in making arrangements for board meetings, conferences, and other Council-sponsored events - including venue, hotel and flight arrangements when needed.
* Transcribe and prepare board meeting minutes.
* Collaborate with Council board and staff, with focus on financial administration.
* Must work efficiently and cooperatively to maintain office infrastructure including vendor relationships, office environment, daily mail, and purchasing supplies, furniture, and equipment as needed for effective operations.
* Other responsibilities include answering incoming calls, transferring calls and/or taking messages.

**Candidate Profile**:

The successful candidate will have excellent written and interpersonal communication skills, must be highly organized and efficient in managing multiple projects and budgets. Preferably, the candidate will have at least a bachelor’s degree in business or accounting with some experience with managing budgets.

Specific competencies and requirements include:

* Financial administration and budgeting
* Data tracking, databases, and performance management
* Microsoft Office proficient
* Initiative, self-motivation, and follow through
* Strong collaborator
* Strong organizational time management skills
* Meticulous attention to detail

Preferred qualifications:

* Experience with grant writing and/or fundraising
* Proficiency in using QuickBooks

**Compensation Package:**

The Arkansas Humanities Council offers a competitive salary for this position with employee benefits to include a simplified employment pension retirement plan, paid medical and dental insurance, generous monthly leave, and opportunities for professional development.

**How to Apply:**

Qualified candidates should submit a cover letter, current resume, and two professional references (include email address and phone number for each reference) as PDF attachments and indicate “Operations Officer” in subject header to:

Jama Best, Executive Director

Arkansas Humanities Council

jbest@arkansashumanitiescouncil.org

**Application Deadline: Midnight (CDT), February 7, 2020**

***The Arkansas Humanities Council is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.***