



Operations Manager

Friends of the Fairfax County Animal Shelter is looking for a passionate pet-lover to join our philanthropic team. Friends of the Fairfax County Animal Shelter is the 501(c)(3) fundraising partner of the Fairfax County Animal Shelter. Friends of the Fairfax County Animal Shelter funds medical care, dental care, parasite prevention, and more for the pets at the Fairfax County Animal Shelter. As the Operations Manager of Friends of the Fairfax County Animal Shelter, you provide day-to-day support of the organization under the President/CEO.

Principal Responsibilities:

- Oversees the day-to-day operations of the organization, monitor email, and phone throughout the day and respond accordingly.
- Reconcile cash, check, and credit card transactions through donor database.
- Reconcile electronic transactions and work with accountant to ensure entries are in sync.
- Utilizes CRM system (Little Green Light, LGL) donor management system to organize information on constituents and donations, perform forecasting and measure the performance of programs and appeals.
- Monitors community programs that support shelter pets and people in the community.
- Design flyers, newsletters, infographics, postcards, and other print and digital materials.
- Collaborates with the Shelter on social media posts for pets and remains informed on the status of Friends funded pets in Shelter care.
- Craft catchy and informative social media posts for Friends funded pets.
- Assists the President/Director with fundraising and operation initiatives, including large and small fundraising events, campaigns, and appeals.
- Collaborates with partners and constituents to ensure that special events publicize the organization and its programs to the community and support its goals.
- Maintain consistent website updates with upcoming events, new stories, and accomplishments.
- Host and attend networking events to share Friends mission and meet potential sponsors, partners, donors, and volunteers.

- Completes administrative duties as needed, including but not limited to distributing acknowledgements, thank you cards, data entry, and other duties as needed.
- Willingness to work evenings and weekends as needed.
- Flexible work environment/ability to work from a remote environment.

Minimum Qualifications:

- Bachelor's Degree or equivalent experience in a professional environment
- Strong interpersonal skills with the ability to work with a multitude of different people and groups
- Ability to multitask with multiple deadlines
- Proficiency in the use of MS Office software (Word, Excel, Outlook, and PowerPoint required)
- Strong understanding of social media best practices
- Experience working in a donor database or other CRM/client database management system
- Excellent verbal and written skills
- Ability to be a team player and work in a dynamic work environment; must be flexible to changing priorities
- Professional, diplomatic, reliable, and highly organized

Preferred Qualifications:

- Background in animal husbandry
- Ability to create marketing materials and newsletters
- Knowledge of Canva, InDesign, and/or a compatible software
- Knowledge of WordPress or similar web environment

Physical Requirements:

- Occasional lifting and moving of items up to 40 pounds

Work Environment:

- Friends of the Fairfax County Animal Shelter's office is within the Fairfax County Animal Shelter
- Must be comfortable with working in an animal shelter setting where various types of pets are housed
- While performing the duties of this job, the employee must be mobile in an office environment and able to use standard office equipment
- Willingness to work evenings and weekends as needed
- Flexible work environment with the ability to work from a remote environment

Salary range for this position is from \$45,000 to \$55,000 per year. Compensation for the role is dependent on several factors including a candidate's qualifications, skills, and experience. Please send your resume, cover letter, and salary requirements to generalinfo@ffcas.org. Due to the large number of inquiries we receive, only candidates who have met the required experience & qualifications for this position will be considered. No phone calls please.

NECESSARY REQUIREMENTS:

The selected candidate for this position will be required to complete a criminal background check.

The selected candidate is also required to be fully vaccinated against COVID-19 (two weeks after the last required dose) as a condition of employment.