

Lower Keys Guides Association

OPERATIONS MANAGER



JOB TITLE: Operations Manager

JOB CATEGORY: Administration

Company: Non-Profit Organization

Training Start Date: Upon Hire

Location: Monrow County

Start Date: November 20, 2023

Salary Range: 65-75k

Travel Required: Local/Monroe County

Pay Type: 1099 Contractor

Schedule Required:

- Flexible with "on call" hours

Will train applicant: Yes

- Few weekends required

Org. Website www.LKGA.org

- Remote

APPLIATIONS

RESUME DEADLINE: 9/15/2023

Fax or Email: Info@LKGA.org

Subject line: LKGA Operations Manager

JOB DESCRIPTION

Role and Responsibilities

This position oversees all operations of a growing non-profit organization working for preservation of the fishery.

- Organize and oversee events including tournaments, meetings, and marine clean-ups
 - Venues, equipment, schedules, rosters, fees, budgets, vendors, catering, volunteers, auction, sponsors, guest speakers, websites, prizes, giveaways, set-up, break-down, auction mailings, reports, bookkeeping
- Maintain membership database, dues, and communications
- Regulate all association financial transactions
- Record and report event budgets and data
- Recruit and cultivate vender and sponsorship relationships
- Assist with specific organization initiatives
- Construct, promote, and execute large scale event auctions
- Maintain membership and shop inventory
- Manage membership and shop mailings
- Publish monthly newsletter
- Facilitate, attend, and record Board meeting minutes
- Update association and tournament websites
- Create social media sponsor and event information posts

Qualifications and Requirements

- Word, Excel
- General knowledge of industry
- Must be able to lift heavy items <30lbs.
- Represent LKGA professionally and personably

Preferred Skills and Experience

- QuickBooks, Zoom, MailChimp, MembershipWorks, Survey Monkey, WordPress, GiveSmart, SimpleText, PayPal
- Willing and able to learn software programs
- Ability to cultivate relationships/network with vendors and sponsors

Additional Notes

This position reports to the Board of Directors, Treasurer, Tourism Development Council, and Accountant.

REVIEWED BY: LKGA BOD

DATE: 8/15/2023