



JUNIOR LEAGUE OF
NORFOLK-VIRGINIA BEACH

OPERATIONS COORDINATOR

Role Summary:

Reporting to the Treasurer and President, the **Operations Coordinator** is largely responsible for the administrative and office functions that support the advancement of the Junior League of Norfolk-Virginia Beach (JLNVB) are carried out in a professional and punctual manner in compliance with regulations and ethical standards. JLNVB is an organization of more than 300 women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. As an integral part of the team, the Operations Coordinator must work collaboratively with volunteers, donors and community partners to provide exceptional member support and general customer service. An ideal candidate must possess a strong understanding of bookkeeping, a high level of familiarity with technology and an ability to master database management. This position requires attention to detail, an ability to work independently and expertise to improve the efficiency of the basic administrative workflow in collaboration with Board and Management Team.

Primary Responsibilities and Essential Functions

- Receive mail, answer phone messages and direct correspondence to appropriately.
- Support the Treasurer, Fund Development Vice President, and Finance Council with all JLNVB financial and operational processes including but not limited to account reconciliation, audit preparations and process, budget process, financial reporting, and office record keeping system, etc.
- Perform clerical tasks that enable the distribution of League correspondence
- Maintain donor database and ensure donor acknowledgement letters and tax receipts are timely provided for incoming donations.
- Record financial transactions in QuickBooks and facilitate payment of required expenditures.
- Maintain the JLNVB membership directory, including updating member information, processing membership status changes, creating new membership accounts and serve as a point of contact for the Association of Junior Leagues International with Membership Dues.
- Assist President and Treasurer with any JLNVB mailing and correspondence to donors, members, and community partners.
- Perform other duties as assigned including participation in other activities as assigned by the President, Treasurer or Executive Vice President.

Minimum Qualifications

- Ability to work independently on projects and collaborate on projects with volunteers, donors and community organizations.
- Office management, office administrative support or equivalent experience.
- Experience in financial operations: bookkeeping, and managing income and expenses
- Demonstrated communication skills (verbal and written).
- Proficient with Adobe, Google Suite and Microsoft Office Suite
- Experience with QuickBooks, WordPress and Digital Cheetah required.
- Experience with nonprofit organizations and volunteer management preferred.