Title: Operations Associate

Organizations: Oakland Parks and Recreation Foundation (www.oaklandparks.org)

Organization Location: Oakland, CA

Reports to: Executive Director

Hours: Part-time (21 hours a week)

Mission and Background:

The Oakland Parks and Recreation Foundation supports parks and recreation programs for everyone in Oakland.

We believe that Oakland’s parks are a key part of the solution for Oakland to be vibrant, livable, equitable, and resilient. We are dedicated to ensuring that our parks are accessible for all of Oakland’s communities, and that they serve as welcoming, active, recreational and cultural hubs, as well as offering green and community resources central to climate change resilience and emergency readiness.

As a citywide non-profit specializing in partnerships, OPRF has a far-ranging impact. The Parks Foundation provides fiscal sponsorship and management, strategic guidance, and technical support for capital improvement projects and a network of more than 100 grass-roots community and municipal groups. OPRF raises money and manages funds for City camp and swim lesson scholarships, and other programs offered by Oakland’s Parks, Recreation and Youth Development (OPRYD) department. OPRF provides funding and support for park improvements from playgrounds to skate-parks, sport fields, and park facilitates.

Duties:

1. Program / Project Management
   - Aid in maintaining records of all incoming and outgoing funds
   - Send monthly reports to select fiscal accounts.

2. Financial Management / Fiscal Accounts
   - Provide 501 c 3 documentation to fiscal account holders as needed
   - Answer queries related to fiscal accounts (Community Partners)
   - Interact with financial services firm (Nonprofit Suite) on a regular basis.

3. Office Management
   - Perform office management tasks, such as answering the phone, ordering supplies, filing paper-work, etc.
   - Must be able to lift 30lbs
4. **Fundraising and Development**
   - Help to maintain donor database using Salesforce for Nonprofits.
   - Prepare (for executive director to sign) and mail donor thank-you letters.

**Characteristics / Qualities:**
Independent, collaborative, organized, detail-oriented, positive, resilient, fair, honest, kind

**Skills:**
1. Organized / Attention to Details
2. Computer Savvy (Microsoft office, Quickbooks, et al.)
3. Social Media and other marketing skills are a plus
4. Ability to do light-accounting is a plus

**TO APPLY:**
Send cover letter and resume to admin@oaklandparks.org by Thursday, October 24
Subject line must read: Operations Associate
(No Phone Calls Please)