



## ***East Cooper Meals on Wheels, Inc.***

Serving the communities of Mount Pleasant, Daniel Island, Isle of Palms,  
Sullivan's Island, Cainhoy and Wando

### **Job Description: Business and Operations Manager**

#### **Organizational Role**

The Business and Operations Manager is responsible for the administrative processes that will support the goals and objectives of the organization. Responsible for the organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency. The Business and Operations Manager has a wide array of diverse duties and responsibilities which require flexibility.

#### **Professional Qualifications**

The Business and Operations Manager will have:

- Associate degree or greater with five or more years of experience in business, accounting, and administrative management practices and procedures
- Experienced in business and office operations, detail oriented, and a multitasker.
- Excellent computer skills, proficient in MS Office, database applications, and ability to learn new systems.
- Excellent verbal, analytical, organizational, and personnel management skills
- Ability to provide support for grants tracking and reporting outcomes
- Clear understanding of and commitment to the organization's mission of service to East Cooper's homebound residents

***The Business and Operations Manager will collaborate with and support the following departments:***

#### ***Community Development, Marketing and Public Relations***

- Process and account for various revenues- donations, in-kind gifts, sponsorships, and manage acknowledgment processes.
- Special Events- responsible for overall planning and execution, oversee registration, check-in/check-out and payment processes, and liaison with sponsors, guests list, and recognition
- Participate in marketing meetings and support execution of some related tasks like content updates to website
- Ability to provide data analysis, reports, queries and list generation
- Provide support for community engagement activities as needed

#### ***Food Operations***

- Manager overall food procurement process- vendor relations, inventory, ordering, and reporting
- Interface with Christ Church Outreach Committee for weekend meals and with in-kind meal donors i.e. Saltwater Cowboys, etc.
- Maintain daily records with respect to prepared meals, frozen, grocery, holiday, nutritional drinks, and commodities.

#### ***Programs and Operations***

- Provide supporting role to Operations Department staff and volunteers
- Provide staff support for reporting, data analysis, all systems, and list management.
- Oversee the organization's physical infrastructure including maintenance and improvements to the facilities.
- Cross training to fill other roles as needed when other staff members are on leave.

### **Administrative Tasks and Key Attributes**

- Planning, organizing, and time management, attention to detail and high level of accuracy, information gathering and record keeping, implement procedural and policy changes to improve operational efficiency, prepare operational reports and schedules to ensure efficiency, monitor and maintain office supplies inventory, adaptability, teamwork, and collaboration, and additional duties as necessary.

Interested individuals should submit a cover letter, salary history, and resume via email to George Roberts at [groberts@ecmow.org](mailto:groberts@ecmow.org) . Or by mail at: East Cooper Meals on Wheels, PO Box 583 Mount Pleasant, SC 29465

This position includes individual healthcare benefits and 403 (b) plan with match however no relocation funds are available.

Closing Date: May 31, 2021