

Operations Manager

SommFoundation is seeking an **Operations Manager** to oversee all aspects of our 501(c)(3) nonprofit corporation. Based in philanthropy, SommFoundation began in 2003 with a mission to support wine professionals on their educational journey. We have awarded over \$1 million in scholarships and sent over 1,000 professionals on enrichment trips – through the generous support of over 500 donors and sponsors. We seek a qualified individual who is passionate about education and who values creating more access to the world of wine through scholarships, mentorship, and enrichment trips. Above all, we are looking for someone who is excited to connect to a dynamic global wine network and become a critical component to shape the future of SommFoundation – one that is diverse, inclusive, and empowering for all who are in the beverage industry.

Job Description

The Operations Manager for SommFoundation will oversee all operational duties for our organization. They will ensure SommFoundation runs smoothly from one day to the next. They must possess strong communication and administrative skills. They must demonstrate attention to detail and have a history of creating and executing organizational systems. In addition to administrative duties, they will work closely with donors, sponsors, and Board members to facilitate, maintain, and build SommFoundation programs.

SommFoundation is committed to building greater diversity, equity, and inclusion based on four pillars: representation, access, belonging, and transformation. These are values that are foundational to our cause, and our operations manager must share this vision with us. We seek a curious, thoughtful, and self-motivated individual who will thrive and find deep inspiration and satisfaction knowing their work will lead to the betterment of our greater wine community.

Job Responsibilities

- Work with Board of Directors to implement Board direction
- Improve and maintain current operational systems
- Manage SommFoundation calendar
- Oversee short and long-term goals
- Fiscal Management of day-to-day and annual finances
- Fundraising outreach, assistance and follow up with potential donors
- Assist in sourcing wine and in-kind donations
- New program and business development
- Develop Board meeting agendas, needs, and follow-through
- Sponsor and donor outreach and communications
- Work with legal and financial team to ensure compliance
- Manage assistant to Operation Manager (see below) who will handle existing scholarship and enrichment trip program details, website maintenance, database management, communications, event planning & execution, media, and clerical duties

Required Skills

- Administrative: Microsoft Office (Teams, Word/mail merge, Excel, PowerPoint), Quickbooks, Mailchimp, SurveyMonkey, WordPress, Social Media
- Ability to work from home – reliable computer, quality printer, and good internet access
- Access to local post office and FEDEX office
- Financial literacy
- Experience working in a confidential environment

Preferred Skills:

- Experience with non-profits
- Fundraising

- Wine enthusiast or prior work in industry
- Press Releases, Writing
- Video Editing, YouTube, Google Analytics, Photography

Salary:

Commensurate with experience

Benefits

- Health insurance allowance
- 401k
- Computer & Printer if needed
- Hiring of an assistant with the approval of the BOD to aid the Operation Manager in daily administrative tasks

Interested candidates should submit a resume and cover letter to info@sommfoundation.com by April 15th. Cover letter should state why you would be a good fit for SommFoundation.