

Dupont Circle Village

Dupont Circle Village (DCV) is a private non-profit corporation founded in 2008 to enable residents of the vibrant Dupont Circle neighborhood to live their lives to the fullest in their own homes as they grow older. Benefits of membership include a range of cultural, social and recreational activities as well as home maintenance and health-related services. See www.dupontcirclevillage.org.

The Village is governed by a Board of Trustees including a Volunteers Coordinator. Board committees are Finance and Governance, Health and Wellness, Cultural and Social Events, Membership, Fundraising and Communications.

Program and Operations Manager Position Description

The Village is seeking to hire its first employee, a 32 hour/week position which pays \$30/hour.

Responsibilities

Reporting to the President of the DCV board, the Program and Operations Manager will:

- Help the board build the village including exploring opportunities and ideas that will advance its scope
- Attend monthly board meetings including a board report
- Understand and help perform the range of tasks that ensure that our organization is responsive to membership needs.
- Work with the DCV Finance/Governance Committee to maintain the Village's budget and accounts and create reports as needed for the board and grant requirements
- Assist the Board Committees with their efforts with particular support regarding the logistics and follow-up of each.
- Promote volunteer efforts including assisting the Volunteer Coordinator to
 - match members' requests for service with an appropriate volunteer;
 - follow-up with both to ensure satisfaction.
 - plan activities and training for volunteers
 - identify volunteers to work in the office
- Work with the website manager and committees to ensure the site is current and that the newsletter and other items of useful information are placed on the website in a timely and appealing manner.
- Keep information up to date in various database systems including membership and vendor lists.
- Maintain a welcoming and organized office

Required Knowledge and Skills

- Familiarity with and knowledge of the software technology to maintain data bases and communication systems
- Strong writing and verbal communication skills including tact and diplomacy
- Strong organizational skills
- Flexibility and willingness to collaborate