

## **JOB DESCRIPTION || OPERATIONS & EVENTS MANAGER**

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### **Organizational Summary**

The Minnesota Coalition for the Homeless (MCH) is an advocacy coalition of over 70 housing, homeless, housing service providers, and allied member organizations committed to ending homelessness in Minnesota through policy change. Founded in 1984, we are grounded in our core values of collaboration, community, and achievement. We strive to do all of our work through an equity lens by embedding the variety of lived experiences and perspectives of our team, stakeholders, and community partners into the work we do. As a nonpartisan, nonprofit, statewide coalition, MCH is uniquely positioned to advance policy change at the State Capitol. Since 2012, along with our partners, MCH has secured over \$2 billion in state funding to prevent/address homelessness, create/preserve homes and passed nation-leading policy reforms in Minnesota's economic assistance programs. MCH is a small and mighty organization that harnesses the power of advocates and caring communities across Minnesota.

### **Position Summary**

MCH is seeking an individual who will support the operations and events of the organization. This position works closely with the Executive Director and in partnership with MCH staff. MCH is seeking an individual that is a team player, highly organized, an innovative thinker, and thrives in a dynamic, collaborative environment.

Homelessness disproportionately hurts Black, Indigenous, People of Color and LGBTQIA+ people. We believe that these communities and anyone who has experienced homelessness are the experts and must be centered in the work we do. We will not be able to end homelessness without these communities identifying the issues, solutions and making decisions. We recognize that marginalized groups have different access to employment and job advancement and believe strongly in leadership development and lifting up the voices of non-traditional leadership. We will work with the right candidate to develop the necessary skills to be successful in this position, including a budget for personal training. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities to apply.

### **Salary/Benefits/Other Information**

This is a full-time, exempt position. The annual salary range for this position is \$50,000-\$55,000 depending on experience. MCH provides a robust benefits package including health, dental, vision, short-term disability, life insurance, two months of paid leave for the birth/adoption of a child, paid sick/safe time, 401k, and unlimited paid vacation. This position reports to the Executive Director.

### **Working Location**

This position is a hybrid position requiring a blend of weekly in-office work responsibilities to be completed at the

organization's physical office location in St. Paul and some work being completed in a virtual environment. Due to the seasonality of our work, some time of the year may require all days in the office. Travel to metro events and some statewide travel is required.

## **Overall Responsibilities & Essential Functions**

### ***Event Leadership and Management***

- Lead the planning and execution of the MCH's signature annual events including Homeless Day on the Hill and the Annual Conference
- Facilitate weekly meetings and track progress of all elements of events to ensure timely completion
- Utilize a collaborative, team approach to decision making, engagement and execution of the events
- Utilize email, web and social media to achieve registration goals and recognize event sponsors
- Lead the planning and execution of additional community events such as our legislative launch and/or summer celebration events

### ***Administration & Operations Management***

- Serve as the "first face" of the organization, including overall front desk reception duties: answering phones, responding to [info@mnhomelesscoalition.org](mailto:info@mnhomelesscoalition.org) emails, greeting guests, and opening and distributing mail.
- Troubleshoot office IT issues, software and hardware
- Assist with research and ordering of equipment purchases and other logistical needs (business cards, office keys, supplies etc.), ensuring the office is fully stocked with necessary supplies, and that office is clean, organized, accessible, user friendly, and welcoming
- Assess opportunities for enhanced operations and systems improvements
- Lead on the organization's database-EveryAction which is used to support/track/manage elements of our legislative advocacy, fundraising, and events
- Interface with building management and ownership on workspace issues as needed
- Perform related work as assigned

### ***Finance***

- According to organization protocols/policies, work with the Executive Director and the contracted accountant to ensure smooth processing of accounts payable and/or receivable, invoice processing, membership dues, preparing the deposit, etc.
- Work with the Executive Director and the contract accountant to ensure expenses and income are properly coded in Quickbooks and appropriate documentation is provided from staff to the accountant
- Manage and maintain the master contract file
- Participate and assist with the organization's audit as requested
- Perform related work as assigned

### ***Additional Support to the Organization***

- Coordinate mailings to our members and donors including appeals and thank yous
- Manage the donor database (EveryAction) and ensure accurate data entry, timely gift processing and thank yous
- Act as a back-up for communications as requested such as sending enews, action alerts, and/or making website edits

## **Experience and Qualifications**

- Experience with databases, accounting software, accounts payable, and accounts receivable
- Experience in office management and/or non-profit operations
- Experience in planning and executing large conferences and/or events
- Proficient oral and written communication skills

- Excellent organizational skills with ability to prioritize and manage multiple priorities simultaneously, effectively meeting deadlines
- Regular and reliable attendance
- Willingness to work a flexible schedule
- A commitment to the mission and vision of MCH

### **Desired Knowledge, Skills and Abilities**

- High level of intellectual curiosity and eagerness to learn
- Experience with Quickbooks and EveryAction
- Collaborates well in a team environment with the ability to do individual work and take initiative
- Lived experience of homelessness and/or housing instability is valued

### **How to Apply**

Send a cover letter, resume and three references to [info@mnhomelesscoalition.org](mailto:info@mnhomelesscoalition.org) with the subject line "**Operations&EventsManager\_YourFirstandLastName.**" First review of applications will occur on October 30; position is open until filled.

*The Minnesota Coalition for the Homeless is an equal opportunity employer and encourages applications from Black, Indigenous, People of Color, Persons with Disabilities, LGBTQIA+ individuals, women, and individuals with lived experience of homelessness.*