



CATALOGUE FOR
PHILANTHROPY

POSITION: Operations Coordinator

Who We Are

At the Catalogue for Philanthropy we believe in the power of small nonprofits to spark big change. As the only locally-focused guide to giving in Greater Washington (in print and on the web), our goal is to raise visibility for the best small charities, connect them with donors who will fuel their growth, and create a movement for social good in our region.

We are located in the heart of Washington, DC. Working at the Catalogue is not a “do the same thing every day” kind of experience. We are a fast paced, energetic, small but mighty, collaborative team, driven to improve the lives of everyone across our region.

Who You Are

You lend a hand to any task a team member needs help with, and you make us all better by thinking ahead and anticipating the needs of the company, our donors, our member charities, and the team. You have the ability to make the charities in our network feel important. You are comfortable communicating with our donors, both large and small. You thrive in a busy (sometimes noisy!) environment and understand how to get things done quickly, efficiently, and to the highest standards. You pride yourself on your master organizational skills. You’ve done it before, and there is nothing the world can throw at you that you can’t handle with grace and perfection.

Your Responsibilities

We're searching for an experienced and organized individual who loves a challenge and enjoys a wide range of responsibilities. The Operations Coordinator supports essential team operations and directly reports to our President. In this role, you will work to optimize the team's productivity, support us with internal office responsibilities, handle inquiries from our nonprofit network, and manage the logistics of the application and review process that is central to the Catalogue’s work. Here is a more in-depth look at the responsibilities of this role:

The Office

- Serve as the primary office point-of-contact, master organizer, and coordinator;
- Maintain common spaces, dropbox files, materials, and storage areas;
- Coordinate with IT to maintain office equipment;
- Manage supply inventory;
- Present a professional, welcoming first contact to all partners, donors, nonprofits, current and prospective team members, etc. by phone, email, and in person.

General Administration

- Ensure the smooth operation of a small but active office;
- Manage a master calendar for the team and for all key deadlines;
- Handle phone calls and incoming and outgoing mail;
- Manage subscriptions and memberships;
- Process invoices, thank-you letters/receipts;
- Prep accounts receivable and accounts payable vouchers, and submit expense reports for team members;
- Support the team and board for organizational functions and meetings;
- Manage the team's outgoing communications including bulk email system and follow-up;
- Handle the President's calendar, appointments, and travel logistics.

Program Support

- Provide direct logistical and planning support for the annual gala;
- Manage administrative tasks related to CFP's nonprofit application and review process;
- Manage the semi-annual process by which nonprofits report received donations;
- Manage our "nonprofit portal," adding new content and events as they are submitted;
- Maintain a partner events calendar for nonprofit reference;
- Maintain social media contributions spreadsheet and implement monthly newsletters;
- Manage logistics for nonprofit workshops, webinars, and meetings.

Requirements

- Bachelor's degree and 3+ years in a similar role
- Unparalleled organization, attention to detail, and time-management skills
- Masterful project support and follow-through
- Top-notch document, spreadsheet, calendar, and email skills, specifically using Microsoft Office and Salesforce

- Excellent verbal, written, and communication skills
- Ability to work independently and as a member of a team
- A passion for non-profit work

Benefits

- Competitive compensation
- Health, vision, and dental insurance
- Life insurance and long-term disability
- Paid vacation and volunteer days
- Monthly transportation benefit
- 401(k)

Correspondence may be addressed to Emily Flanagan at info@cfp-dc.org with “Operations Coordinator” in the subject line.

[Click here](#) to apply and note that you will need to include:

1. Cover letter expressing your interest and including your salary requirements
2. Resume
3. Brief writing sample

To learn more about CFP and its selected nonprofits, please visit cfp-dc.org.