



ARTS IMPACT

Are you ready to make a meaningful impact on the lives of young learners through the power of art? **Arts Impact** is searching for an exceptional **Operations Manager** to join our dedicated team in **Cleveland, OH**. As an arts education organization, Arts Impact provides arts integration and enrichment programs in local schools and other organizations.

Our mission is to bring learning to life through art! If you are passionate about the arts, driven by operational excellence, and committed to advancing racial equity, we invite you to embark on this exciting journey with us.

Click on the link below to learn more and easily apply on our Indeed page!

<https://www.indeed.com/job/operations-manager-2126cf4c48dcd5ba>

Benefits:

- From \$50,000/year – based on experience
- Health
- Dental
- Vision
- Paid Time Off

Job Duties:

- Oversee and manage all aspects of Arts Impact's operations.
- Develop and implement effective business processes that optimize operational efficiency and productivity across all departments.
- Collaborate with the leadership team to establish and achieve organizational goals and objectives.
- Primary Salesforce administrator and responsible for Salesforce entry, management, and reports related to programs, donors, assessment, and outreach.
- Provide technology support to staff and act as liaison with managed IT services contractors.
- Support the implementation of diversity and inclusion initiatives to create an inclusive workplace culture.

Qualifications:

- Bachelor's degree required.
- Two or more years of relevant experience preferred.
- Strong knowledge and experience with Salesforce required/ Salesforce administration experience preferred.
- Strong personal computer, Microsoft, and other technology skills.
- Excellent organizational, leadership, and problem-solving skills.
- Ability to work collaboratively in a team-oriented environment.
- Strong communication and interpersonal skills.



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Arts Impact (founded as Progressive Arts Alliance) has been making a difference in children's lives since 2002. Visit artsimpact.org to learn more about the organization.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. Diversity is an integral part of our organization, and we are committed to creating a workplace that reflects the community we serve and where everyone feels empowered to bring their full, authentic selves to work. Creating an inclusive workplace creates a strong organization. We embrace and value diversity so that everyone, from any background, can do their best work.