

**Town of Natick
Job Description**

Position Title:	Assistant Director Internal Operations	Grade Level:	2
Department	Community Services	FLSA Status	Exempt
Reports to:	Executive Director, Farm		

Statement of Duties: Plans and organizes scope of work with a great degree of independence, actively participates in the creation of policies, determining priorities, and implementing work plans for the organization in conjunction with other municipal staff and in close cooperation with NCOF Inc. Leadership role in fundraising activities, communication, event planning, volunteer management and administrative services. Understands and is able to interpret laws and regulations that are pertinent to the department.

Supervision Required: The employee receives broad guidance and direction from the Executive Director.

Supervisory Responsibility: Incumbent must be prepared to provide work direction as needed to employees or volunteers. Direct supervision of Event Coordinator and Membership Coordinator.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations

Judgement: Must have excellent judgement regarding the balancing of long- and short-term priorities, matters of protocol, setting and managing of budgets, assessing and leveraging skills of employees and volunteers, and cultivating and managing a complex network of individual donor and business relationships.

Complexity: Work at this level is highly complex and varied. Incumbent is regularly called upon to perform a significant number of work tasks, each varying from the other in terms of overall department responsibilities. The employee is responsible for setting up office and nonprofit management procedures in collaboration with the Executive Director and implementing them.

Confidentiality: Routinely handles matters requiring discretion and confidentiality.

Work Environment: Most work tasks are performed without the need of physical exertion, except for the occasional lifting, moving, and placing heavy objects (i.e. 50 pounds). The environment is very community oriented, with a pleasant work setting, though at times is very hectic.

Nature and Purpose of Contacts: Personal contact with the Executive Director, staff, NCOF, Inc. Board of Directors, Town officials, and constituents for the purpose of relaying, receiving,

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and acting upon information, and for exchanging information and views on the organizations operations. May present to the Board of Directors in the Executive Director's absence.

Occupational Risks: Low except when participating in agricultural activities or event set up and breakdown. Eye fatigue from long hours on the computer.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To work toward the long-term success of NCOF Inc., employee will:

- Ensure for the creation of written and oral communications on behalf of the organization with members, constituents, donors, the Town of Natick departments, vendors, foundations, and requests for other information. Prepare periodic reports.
 - Create, design, and distribute farm-related materials such as e-newsletters, paper newsletters, brochures, program booklets, signage, self-guided booklets, and other written materials.
 - Manage the organizations various social media platforms.. Engage in PR activities with members, business leaders, sponsors, journalists, and the general public.
 - Promote Farm through public speaking engagements at local, regional, and national programs and conferences, and on television, radio, and social media.
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- Attend to visitors, answer the phone, order office supplies, and maintain personnel records.
 - Create and maintain membership database records and ensure for the oversight of others interacting with this data. Accountable for conception, implementation, and evaluation of annual membership drive and sponsorship drive.
 - Keep updated records on contributors, foundations, and corporations.
 - Spearhead special and seasonal events. Plan and organize events and supervise volunteers and farm staff.

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- Serve as the liaison and maintain all communications with the NCOF Inc.'s Board of Directors and Advisory Board, Staff and Campaign Committees.
- Coordinate capital campaigns and other fund raisers. Perform tasks such as grant writing, reporting, direct solicitation of funds and materials for campaigns and endowment.
- Solicit local artists to schedule exhibits in the Farm's Education center.
- Assist with the marketing and promotion of Farm products to individuals, businesses, corporations.
- Maintain office technology including computers, software, network, copy machines, and printers. Manage larger repairs by outside service providers.

Recommended Minimum Qualifications:

Education and Experience:

- Bachelor's degree is required.
- Portfolio demonstrating prior work in print media, public speaking, editing, marketing, photography, and social media.
- Incumbent should come to this position after having five (5) to seven (7) years of actual work experience in which he/she must have performed responsible office administration work, PR, and fundraising.

Special Requirements:

- Prior nonprofit and agricultural experience preferred.
- Prior fundraising and event management experience preferred.

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of best practices in fundraising with demonstrable background in managing successful campaigns.
- Considerable knowledge of nonprofit organizations such as structure, by-laws, and board framework.

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- Extensive knowledge of office administrative principles, practices and procedures.

Abilities:

- Ability to exercise initiative in the planning, scheduling and coordinating of work on a daily and long-term basis with minimal supervision.
- Ability to communicate effectively through social and written media and verbal communication.
- Proficiency in Microsoft Office Suite. Understanding of desktop publishing, photo imaging, and scanner applications essential.
- Ability to maintain confidential information.

Skill:

- Strong oral, written communication and social media skills.
- Strong interpersonal and coordinating skills.
- Strong public relations skills.
- Strong fundraising skills.
- Strong leadership skills

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- Lifting 50 pounds
- Walking
- Moving quickly

Motor Skills:

- Must have full motor skills
- Be able to drive

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- Type quickly.

Visual Skills:

- Must be able to see color and design.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.