



New Bedford Fishing Heritage Center seeks a part-time Operations Manager to coordinate volunteers, oversee the member/donor database, and manage a small gift shop. The Operations Manager works approximately 18-24 hours per week with occasional weekend and evening hours. Hours can be flexible. The Operations Manager reports directly to the Executive Director.

The ideal candidate is friendly and enthusiastic and enjoys people of all ages and from all walks of life.

**Responsibilities:**

Volunteer Coordination:

- Recruiting, training, and scheduling volunteers to assist with a variety of tasks including daily operations, special events, educational programs, visitor engagement, and gift shop staffing
- Fostering a sense of community with and among the volunteers

Membership/Donor Management:

- Tracking corporate, individual and vessel members
- Managing the annual membership drive and annual appeal
- Generating member packets and tracking member benefits
- Cultivating new members/donors

Gift Shop Management:

- Identifying artists, authors, and others to consign work
- Tracking inventory and ordering stock as needed
- Pricing and displaying items
- Entering new items into Square Point of Sale cash register
- Tracking consigner sales and managing quarterly payouts

Other:

- Tracking museum visitation
- Assisting with various tasks including school programs, exhibits, and special events
- Other duties as assigned

**Qualifications:**

**Education:** BA/BS preferred and/or 3+ years of relevant experience

**Experience:** 3+ years of administrative experience, preferably within a non-profit setting

**Skills/Knowledge:**

- Must have excellent organizational, interpersonal, and communication skills
- Must be detail oriented, flexible and energetic
- Must be able to multi-task and prioritize in a dynamic work environment
- Must have facility with Microsoft Office Suite; familiarity with QuickBooks, Past Perfect donor management software, Wordpress, and Square Point of Sale a plus
- Must be comfortable working in a small office environment with minimal privacy
- Familiarity with New Bedford and the fishing industry a plus
- Fundraising and bookkeeping experience a plus
- Collections/archiving experience a plus

**Compensation:**

\$13 - \$15/hour

**To Apply:**

Please submit cover letter, resume, and 3 references to:

Laura Orleans, Executive Director

PO Box 2052

New Bedford, MA 02741-2052

Or email to: [info@fishingheritagecenter.org](mailto:info@fishingheritagecenter.org)

Applications will be accepted until the position is filled.

*Located in the nation's most valuable fishing port, **New Bedford Fishing Heritage Center** tells the story of the fishing industry, past, present and future through programs, exhibits and archives. Visit [www.fishingheritagecenter.org](http://www.fishingheritagecenter.org) to learn more about the Center and its programs.*