

Texas 4000 for  
Cancer Position  
Announcement

- **Are you looking for a part-time job with a flexible work schedule?**
- **Do you like multitasking and working on finances and in databases?**
- **Would you like to work where you can make an impact in the fight against cancer?**

***Then read on for the opportunity for you!***

**Position:** Operations Manager  
**Reports to:** Executive Director  
**FLSA Status:** Part-time, Non-Exempt  
**Location:** Austin, Texas  
**Pay:** \$22.00/hour

### **ORGANIZATIONAL SUMMARY**

Texas 4000 for Cancer (Texas 4000) is committed to cultivating student leaders and engaging communities in the fight against cancer. Annually, a group of more than 80 students from diverse backgrounds from The University of Texas at Austin are competitively selected to participate in the organization's 18-month leadership development program. Texas 4000 empowers each student to raise \$4,500, ride 2,000 training miles with his/her team, volunteer more than 50 hours in the community, and play an active role in planning every aspect of the ride by attending weekly meetings and taking leadership positions within the team. The program culminates in a 70-day summer bike ride from Austin, Texas to Anchorage, Alaska, to spread hope, knowledge, and charity in the fight against cancer.

### **POSITION SUMMARY**

Texas 4000 for Cancer is seeking a part-time Operations Manager to support the day-to-day operations of Texas 4000 for Cancer for 20-30 hours per week on a mutually agreed upon schedule. Under the supervision of the Executive Director, Texas 4000's Operations Manager manages priorities focusing on finances, donor data management, and organizational operations.

We are seeking an energetic professional with a positive attitude who doesn't mind wearing multiple hats to accomplish operational priorities. The ideal candidate is organized, detail-oriented, patient, good-humored, personable yet professional, likes collaborating and working as a member of a small team, and is passionate about the fight against cancer.

### **KEY RESPONSIBILITIES**

Financial:

- Process weekly deposits of checks and cash and/or assist the team's Finance & Operations chair with the processing rider donations

- Create, print, and mail donation tax receipts weekly
- Prepare weekly check request and print checks once approved
- Run weekly donation reports for development staff
- Compile, reconcile, and code monthly financials
- Prepare and distribute monthly credit card reconciliation to staff
- Assist with the annual audit preparation by pulling and sharing financial records for review

#### Database Management & Technology:

- Ensure accurate gift and donor data entry in the Raiser's Edge donor database
- Update and assist staff in updating information on the Texas 4000 website
- Act as the POC for staff with the database, website, email, and fundraising platform vendors to manage/troubleshoot issues

#### Operations:

- Ensure effective office management of systems, processes, and documents
- Act as the POC for office visitors, vendors, and incoming phone calls
- Manage inventory and purchasing of office supplies, equipment, merchandise
- Manage mail supplies, shipping/mailing of letters and merchandise orders, and distribution/routing of incoming mail for review
- Assist in donor stewardship and communications with support and direction from development staff
- Oversee intern recruitment, training, scheduling, assignments and utilization by staff
- Other duties as needed or assigned

#### Qualifications and Capabilities

- High School diploma (or equivalent) required, college degree preferred, with a minimum of three years relevant administrative experience
- Possess strong technology skills, including internet, Microsoft Office, and cloud-based documents
- Experience with database management (Raiser's Edge) preferred
- Willingness to work occasional evenings or weekends
- Moderate local travel may be required

#### Interpersonal Skills

- Demonstrated ability to project manage and multi-task with attention to detail
- Excellent organization and time management skills and ability to manage multiple priorities simultaneously
- Can work well under pressure to meet or exceed deadlines and evolving priorities and is willing to take a high degree of initiative
- Must have a mature work attitude and be respectful, reliable, and resourceful
- Team player who enjoys interaction with professionals, peers, volunteers and those served by the organization
- Personable, yet professional and must maintain strict adherence to confidentiality
- Patient and good humored

### Communication Skills

- Strong communication abilities, with superior interpersonal, verbal and written skills.

### **Benefits**

- Flexible work environment and schedule
- Paid Holidays
- Travel during the summer to see the riders cross the finish line in Anchorage, AK
- Strong organizational culture of philanthropy
- Selected professional development opportunities paid for by organization

### **How to Apply**

If you are ready to join the fight against cancer as part of Texas 4000's staff, please email your resume and cover letter to [info@texas4000.org](mailto:info@texas4000.org) by Nov 18, 2022. Cover letter should include your experience and accomplishments in managing financial processes, financial and donor data entry, and donor stewardship.

### **About Texas 4000 for Cancer**

#### Our Mission

Texas 4000's mission is to cultivate student leaders and engage communities in the fight against cancer.

We share hope, knowledge and charity through leadership development, grantmaking, and our cornerstone event, a 4,000+ mile bike ride from Austin to Anchorage.

#### Our Vision

Texas 4000 envisions a world where all students can become leaders in creating a cancer-free future.