

### *Frequency Writers Operations Director*

Summary: Oversees the daily operations of the organization while working independently and with stakeholders to plan Frequency's long-term operational development. The Operations Director will work the Treasurer to compose and monitor the organization's budget. They will also oversee the organization's compliance, communications, marketing, space administration, and records and information management. With Artistic Director, creates and manages fundraising activities.

This position is largely volunteer, with a small quarterly stipend. Work is done remotely, with 1-2 in-person board and staff meetings per month. Work time averages 6-10 hours per week.

The ideal candidate will be local to Providence RI, have a passion for writing and community education, will be a thorough and organized administrator, and will be comfortable working with people of all ages and identities.

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**Budget (with Artistic Director)**

- Make and manage annual budget
- Communicate regularly with treasurer re: budget
- Keep records for taxes
- Work with treasurer to file taxes

**Development**

- With Artistic Director, create annual fundraising plan
- With Artistic Director, plan and manage fundraising events
- Cultivate relationships with stakeholders and donors
- Communications - assist with reports and stewardship
- Help identify grant opportunities and assist with reporting

**Compliance**

- Check in w/ Sec Of State to make sure we're compliant w/ RI state law each year

**Managing staff and volunteers**

- Monitoring work of our administrative assistant and volunteers
- Recruit and coordinate volunteers
- Sending checks at intervals

**Marketing**

- Identify outreach targets and create marketing plan
- Writes press release for upcoming classes and events

**Communications administration**

- Oversee Email, Website and social media administration (with admin. assistant)

**Information management**

- Organization and maintenance of Frequency records
- Creation of a comprehensive database of student and donor information.

**Board liaison**

- Work with and communicate with board or directors., Incl. scheduling regular meetings

### *Both Directors*

---Help figure out new ways Frequency can serve writers in the community.

-- Plan literary events under the Frequency umbrella.

- Contributes text to newsletter/ helps edit newsletter to make sure it's on message, on tone, and has effective subject line, etc.
- Reach out to other local arts organizations
- Connect Frequency with others in community.
- Stay connected to leaders of other arts outlets; support their work
- Communicating with all staff and volunteers-- encourage and support their work/ effectively demonstrate to them how grateful we are for their efforts.
- Keep big picture/longview in mind-- think about how to enact next steps for organization
- Continually work to formalize processes-- record how We do things and figure out how to do them consistently and better.
- Work to pad scholarship fund and funds for infrastructure
- Keep Frequency accessible to all
- Cultivate potential donors, from people at open mics to rich(er) non-writer friends in community
- Approach local businesses for sponsorships
- Help plan fundraisers
- Be emissary for Frequency whenever out & about in RI cultural scene.