



Position Description Operations Manager

Organization: Bayou Microfund

Report to: Board of Directors

Status: Part Time, Non-Exempt

Location: Houston, Texas

Bayou Microfund: A 501(c)(3) non-profit organization founded in 2014, Bayou Microfund provides interest-free microloans to entrepreneurs who lack access to conventional banking services. The organization's mission is to expand the availability of micro-lending opportunities within Houston, Texas. Its vision is to foster community engagement with micro-entrepreneurs through support and lending, thereby establishing a sustainable cycle of giving. Bayou Microfund is committed to making a positive impact by empowering business growth one enterprise at a time.

Position Summary:

As a key member of Bayou Microfund's small team, the Operations Manager serves in a hybrid, part-time role overseeing the organization's day-to-day administrative operations. This includes managing accounting, banking, marketing, and fundraising processes, as well as developing and maintaining operational policies and procedures. The Operations Manager also provides support to the Capital Access Manager and the Board of Directors, as needed.

Essential duties:

Operations and Administration:

- Maintain accurate financial records and ensure financial statements, tax returns, and budgets are completed on time.
- Manage the website to ensure it remains useful and informative for all stakeholders, including entrepreneurs, donors, prospective donors, community partners, and other interested parties.

- Manage Bayou Microfund's MailChimp lists, enabling seamless distribution of relevant information to entrepreneurs, donors, prospective donors, community partners, and other interested parties.
- Develop and distribute a quarterly newsletter with timely, engaging updates for stakeholders, including entrepreneurs, donors, prospective donors, community partners, and other interested parties.
- Prepare and submit grant proposals to foundations and other prospective funders and help maintain those relationships.
- Support the Board's fundraising events and initiatives, as requested.
- Support the Board by providing timely, accurate loan and financial performance information and preparing board meeting packets and related materials.

Entrepreneur Relations:

In partnership with the Capital Asset Manager:

- Ensure that the Bayou Microfund complies with KIVA requirements and assists with loan issues as necessary.
- Build relationships with prospective partner organizations that can support Bayou Microfund's success.
- Support borrower engagement and systems by helping with needs assessments, impact surveys, and resource research.

Qualifications:

The ideal candidate is highly organized, likes handling multiple projects with demonstrated ability to work independently in a fast-paced, dynamic environment, has excellent communication skills, enjoys working with team input, and has the following:

- Bachelor's degree or three to five years' relevant experience in lieu of degree; Experience in nonprofit sector strongly preferred.
- Must be fluent in English; Spanish or additional languages a plus.
- Demonstrated competency with accounting/bookkeeping systems, Microsoft Office Suite, Google Docs, CRM and social media systems, and data management systems.
- Strong organizational skills, attentive to details and deadlines, ability to prioritize and handle multiple assignments.
- Ability to work independently as well as cooperatively with Bayou Microfund team and Board.
- Appreciation for and proficiency in working with people of diverse backgrounds and experiences.
- Genuine interest in the nonprofit sector, especially as it relates to the cultivation of entrepreneurs in the Houston, Texas area.

Expected of All Staff:

- Personal value system congruent with the values of Bayou Microfund.
- Assist in special projects or other duties as determined necessary.
- Limited travel, as required, in the Houston, Texas area.

Bayou Microfund is committed to the recruitment, selection and development of team members based on individual merit. Our policy is to provide equal employment opportunities to all people without regard to race, color, religion, sex, national origin, age, or disability.

How to Apply

Qualified candidates should complete the Bayou Microfund application form here:

<https://forms.gle/MVfhhH1Cw8Koz41VA>

Questions may be directed to:

info@bayoumicrofund.org

