



Position Available

Position Title: **OPERATIONS MANAGER**

Organization: **Columbus Gay Men's Chorus (CGMC)**

Location: **Columbus, Ohio**

Reports to: **Executive Director**

Position Type: **Part-Time, 20 hours per week
with occasional evenings and weekends
(for rehearsals, performances, and events)**

Application Deadline: **Monday, September 15, 2025**

About CGMC

Since 1990, the CGMC has been lifting voices and changing lives through music, artistry, and community. With more than 150 singing members, we celebrate diversity, create connections, and spread joy through dynamic performances and meaningful outreach. We are a welcoming, inclusive, and fun-loving community where laughter is as common as harmony.

Position Summary

We are seeking an Operations Manager who thrives in a dynamic, community-driven environment and enjoys keeping things organized behind the scenes. You will play a vital role in ensuring the day-to-day operations of CGMC run smoothly. From donor tracking and financial reconciliation to event logistics and administrative support, this position is the heartbeat that keeps our chorus in tune.

If you are highly organized, detail-oriented, and excited to contribute to a mission that makes a real difference we'd love to hear from you!

Key Responsibilities

Donor & Financial Management

- Approve and track donations and revenue through Raiser's Edge CRM.
- Record and reconcile donations from all platforms (Venmo, CashApp, PayPal, checks, etc.).
- Create and update donor profiles in CRM and track grants received.
- Reconcile financials in coordination with bookkeeper.
- Draft stewardship letters and donor correspondence.
- Generate reports (financial, demographic, ticketing, executive) as needed.
- Coordinate with Integrity Bookkeeping for invoices, reimbursements, and deposits.

Administrative Support

- Respond to emails and voicemails, or route calls as appropriate.
- Provide administrative support to the Executive and Artistic Directors.
- Assist board members with coordination and committee support.
- Create Zoom meetings and maintain organizational password lists.
- Process and distribute incoming mail and physical checks.
- Support Communications Committee with social media and website update requests.



Program and Event Support

- Assist with CGMC concerts and performances, including front-of-house duties.
- Coordinate with CAPA and other venues on event logistics.
- Schedule and oversee volunteer shifts and background checks for the Youth Chorus.
- Support ad sales and sponsorship efforts during chorus season.
- Seasonal/Concert-Specific Duties
- Prepare concert signage, VIP lists, swag, and volunteer coordination.
- Finalize program ads and manage audience demographics collection.
- Liaise with CAPA and venue staff for performance needs.

Work Environment

- Primarily remote, with in-person presence required for mail processing, performances, and event preparation.
- Some lifting or transporting of materials (programs, signage, merchandise) required.
- Expect occasional evening committee meetings and weekend concerts.

Qualifications

- 1–3 years of CRM experience (Raiser's Edge preferred).
- Proficiency in Microsoft Office, Google Workspace, and online payment platforms.
- Strong organizational and multitasking skills, with sharp attention to detail.
- Experience in nonprofit or performing arts environments preferred.
- Valid driver's license and reliable transportation.
- Flexibility for evening and weekend rehearsals, performances, and/or events.

Application Instructions

To apply, please submit the following materials to hr@cgmc.com:

- Brief cover letter sharing why you would be a great fit for CGMC
- Résumé

Applications will be reviewed on a rolling basis until the position is filled.

The submission deadline is on Monday, September 15.

Note: CGMC supports equal opportunity. We do not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of our activities or operations.

We look forward to speaking with you!!!

Why Join CGMC?

At CGMC, we don't just put on performances, we build: connections, create joy, and foster community. As Operations Manager, you will be part of a supportive, passionate team that values creativity, collaboration, and fun. Your work will directly support a mission that uplifts voices and changes lives in Columbus and beyond.

