

Lansdowne Economic Development Corp. (LEDC)
Community Operations Manager
Job Description and Responsibilities

As a nonprofit, the LEDC serves as both a steward of Lansdowne's historic identity and a catalyst for growth. Our mission is to drive revitalization, foster creative economy opportunities, and promote inclusive community engagement. By advancing innovative initiatives that celebrate art, culture, and local talent, we are building a stronger, more connected Lansdowne for all.

We support small businesses, artists, and residents through a mix of programs and services. Our most beloved programs include the [Lansdowne Farmers Market](#), which provides access to fresh, local food while supporting regional vendors; [Arts on the Avenue](#) and [A Bit of the Arts](#), two festivals that showcase the depth of local creative talent; and the free public art programming at the [20*20 House](#), which fosters dialogue and discovery through exhibitions and artist-led programs. At [Utility Works](#), our coworking and maker facility, we provide affordable studios, shared equipment, and collaborative workspaces that fuel both artistic practice and entrepreneurial ventures.

Throughout the year, LEDC works to strengthen a people-centered economy. By investing in both the creative sector and the small business community, we not only build a stronger local economy but also provide our region with unique arts and cultural amenities and experiences. These investments reinforce Lansdowne's identity as a walkable, welcoming, and diverse borough.

The **Operations Manager** is responsible for managing Utility Works, external communications, accounts payable/receivable, and providing general support. As a key player in a small team, this position requires a lot of **energy, attention to detail, a community-oriented spirit, and a good sense of humor when working with the public**. Experience working with small businesses and/or artists strongly preferred.

The Operations Manager should have a **strong arts/graphic design** background, be comfortable with major **social media platforms**, and have working knowledge of **QuickBooks**. The Operations Manager will assist the Executive Director in numerous aspects of operating the LEDC and Utility Works, specific tasks include:

External Communications

- Keep all websites up to date using WordPress.
- Design and edit print and digital documents using the Adobe Suite.
- Manage E-Newsletters and E-blast schedule and produce content.
- Manage Social Media strategies across platforms and produce content with the support of interns.
- Manage the distribution of Welcome Packets to all new residents of Lansdowne Borough with the support of volunteers.

Utility Works, Creative Community

- Recruit and onboard new Studio and Equipment members, including processing membership agreements and setting them up for equipment training.
- Liaise with current members, keep them updated on opportunities and potential disruptions, and process any member requests.
- General Housekeeping: replacing restroom supplies, taking out trash & recycling, coordinating with regular contractors for cleaning services and pest control.
- Monitoring building condition and liaising with landlords or repair contractors as needed.
- Manage building and office supply stock, deliveries, and package distribution.

Administrative & Financial

- Track income and expenses in QuickBooks, which are reconciled monthly by a bookkeeper.
- Manage point of sale platforms such as PayPal and Square.
- Issue and track invoices related to events, markets, and Utility Works.
- Process sales of artwork and liaise with the buyer and seller.
- Other administrative duties as needed

Other

- Assisting with events in collaboration with the larger team: assisting with marketing, sending invoices, tracking payments, and helping execute (setting up tents, tables, and supplies).
- Assisting with volunteer recruitment, onboarding, and management.

Software and Platforms used: Adobe Suite, Google Workspace, AirTable, Square, PayPal, Eventbrite, Constant Contact

Salary & Benefits

This position is a full-time, 40-hour-a-week position. Ideal hours are 9am - 5pm with semi-regular night and weekend obligations for events.

Salary is \$47,000 - \$53,000 dependant on experience.

LEDC contributes \$400/month toward health insurance that you choose on the open market or toward other health expenses.

LEDC offers a generous PTO policy, including 9 US Holidays, 5 sick days, and tiered vacation days based on the duration of service with the company, starting at 10 days per year.

LEDC supports staff professional development, including opportunities for training, conferences, and building connections with regional arts and business leaders.

Preferred start date of October 6th to allow for two weeks of overlap with the exiting

Operations Manager.

The LEDC team is currently comprised of a full-time Executive Director and Creative Spaces Coordinator, as well as part-time Art Coordinator, Development Coordinator, and ad-hoc contractors. The current Operations Manager has been with the company for 5 years and is leaving due to an upcoming move.

Application

To apply, please prepare:

- Your current resume
- A cover letter explaining your interest in the position, your relevant experience, where you want to be in your career in 5 years, and how you see this position as a way to get there.
- At least 5 examples of design for print, digital, and/or websites.

Send the above materials to Clare Finin, Executive Director, with the subject line "Operations Manager Application." clare@lansdownesfuture.org