



GRIA Manager of Operations- Job Description

Overview

The Greater Remington Improvement Association (GRIA) seeks a Manager of Operations to oversee the organization's daily functions, strengthen community partnerships, and manage internal systems that support GRIA's mission. This position blends community development, grant management, administrative operations, and volunteer coordination into a central leadership role that reports directly to the Executive Committee. This role will be 32 hours per week, with an hourly rate between \$28-35/hour. Weekend and some evening availability is required, especially at regular meetings on Wednesday evenings. Paid sick leave, vacation, and holiday policies. Monthly healthcare stipend, flexible working hours and location.

Key Responsibilities

Administrative & Communications Management

- Monitor and maintain GRIA email and phone accounts, including flagging issues requiring Executive Board attention.
- Draft letters of support, press statements, and other official communications as needed.
- Schedule meetings and coordinate Board of Directors attendance as needed.
- Provide daily and weekly reports to the President and Executive Committee.
- Ensure organizational compliance with nonprofit best practices and state requirements
- Collaborate with the GRIA Secretary to monitor social media and email Build and sustain relationships with GRIA partners, including Remington community members, Baltimore City agencies, elected officials, and institutional partners.

Grant and Financial Management

- Manage grant process including grant drafting, grant deadline tracking and managing and reporting requirements for all active grants (Average of 2-3 Grants at any one time)
- Collaborate with GRIA's Treasurer and bookkeeper

Events Management

- Oversee annual events, including the large, May neighborhood festival, Remfest.
- Manage planning, scheduling, permitting and communications for events.
- Manage volunteer recruitment, communications, and task assignments.

Required Qualifications

- Strong administrative and organizational skills with attention to detail.
- Experience in nonprofit operations, community engagement, grant management, event planning and related fields.
- Proficiency with Google Suite, email management, and task management software.
- Strong writing and communication skills including drafting formal documents and public statements.
- Knowledge of Baltimore City neighborhoods, agencies, and institutional stakeholders.
- Preference will be given to applicants living in or near central Baltimore and the Remington neighborhood.

Submit applications, including resume, cover letter, and brief writing sample to info@griaonline.org by August 14 with the subject "Manager of Operations".