



TEXAS ORGANIC FARMERS AND GARDENERS ASSOCIATION

(512) 656-2456
13501 Ranch Road 12 Suite 103,
Wimberley, TX 78676

Operations Manager

About TOFGA:

Texas Organic Farmers & Gardeners Association (TOFGA) is a statewide non-profit organization supporting farmers, ranchers, and gardeners who produce organic and sustainable food and fiber in Texas. With a focus on education and community, TOFGA promotes the many benefits of organic agriculture and encourages its use throughout Texas.

Position Summary: The role of the Operations Manager is to oversee administrative tasks, manage the membership program, and assist with planning and execution of special events, particularly the annual conference.

Reports to: TOFGA Board of Directors

Classification: Non-exempt, part-time

Pay: \$17-20/hour, depending on experience

Hours: 20-30 hours/week

Location: Remote, within Texas

Access to reliable internet is necessary, accommodations can be discussed

Position Responsibilities

Administrative & Communications:

- Respond to inquiries by phone and email; process mail
- Assist bookkeeper with bank deposits and accounts payable
- Maintain all insurance, corporate filings, contacts, subscriptions and administrative files
- Assist with grant financial management and reporting
- Attend monthly board meetings (evenings)
- Collaborate with Board Secretary with creation of quarterly e-newsletter
- Maintain consistent messaging and branding across communications

Membership Coordination:

- Send out welcome letters, perks, and acknowledgements of donations
- Manage membership software and run member reports
- Manage merchandise inventory (t-shirts, hats, etc.)

Conference & Special Events

- Attend and provide on-site support at the annual TOFGA Conference (typically late-January)
- Support Conference Coordinator, board and volunteers in running the conference through activities including, but not limited to:
 - Coordinating speaker and attendee logistics ahead of conference
 - Managing conference registrations
 - Assisting board and bookkeeper with timely post-conference wrap-up

Our job descriptions are general overviews, not a comprehensive list.

Position Requirements

Required:

- Excellent computer skills, particularly Excel, Word and PowerPoint
- Excellent verbal and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to manage and coordinate multiple projects
- 1-3 years experience in office management or a related field

Preferred:

- Experience using database management software (i.e. Wild Apricot)
- Non-profit experience
- Demonstrated experience in customer service and relationship management
- Strong understanding of local food systems, organic agriculture, etc.
- Experience with database management
- Bilingual fluency, English and Spanish

Application Process

Send a resume and a paragraph of why you want to work with us to president@tofga.org. Please, no phone calls.

Start date: Immediately, upon availability

Applications reviewed on a rolling basis

TOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.