

For Immediate Release
03 April 2023

We're Hiring!

Landmark Columbus Foundation Operations Coordinator

Mission

Landmark Columbus Foundation cares for, celebrates, and advances the cultural heritage of Columbus, Indiana.

Values

- We love Columbus;
- Design shapes our lives;
- We create a stronger community by working together.

408 Sixth Street
Columbus IN 47201
812 657 0995

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Work

To fulfill its mission Landmark Columbus Foundation accomplishes Progressive Preservation efforts that assist in caring for buildings, landscapes, and art in Bartholomew County. It serves to educate and advocate for these cultural resources through research, conservation, fundraising, and documentation. It also runs two programmatic arms:

- **Exhibit Columbus:** an exploration of community, architecture, art, and design that activates the design legacy of Columbus, Indiana. It creates a cycle of programming that uses the context of this place to convene conversations around innovative ideas and then commissions site-responsive installations to create a free, public exhibition.
- **Columbus Design Institute:** a technical service initiative that promotes the Value of Good Design that built Columbus and was defined by Heritage Fund in the 2000s. Collaborative projects and events are completed with partners through a design process to encourage meaningful investments in the sustainable and equitable development of communities.

Working at Landmark Columbus Foundation

- Comfortable working in a public-facing role, often communicating with members of the community, donors, stakeholders, etc., and welcoming people to our events, studio, and workplace
- Work in a team environment to produce the organization's most visible and ambitious program, Exhibit Columbus
- Be Proactive in accomplishing your work and achieving your goals
- [Making good decisions, good work, and good design](#)
- Able to work evenings and weekends to assist with events

About the Position

The **Operations Coordinator** reports to the Executive Director and leads the management of Landmark Columbus Foundation Studio by ensuring the organization is using an efficient project management process to plan, execute, and review all projects and events in a team environment. The Operations Coordinator also assists the Executive Director with development work, which includes donor activities, grant research, administration, and reporting. This position is a full-time, year-round exempt employee.

Through these efforts, the organization demonstrates that creating work can define outcomes that are as important as the final output, and that resources can be well-managed and leveraged to great effect.

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Teamwork

Landmark Columbus Foundation (LCF) completes work in a fast-paced team environment that allows for flexible work styles. Each team member collaborates within and across the various work areas to ensure LCF is producing the highest quality projects and events for the community and beyond. The goal-oriented work environment requires trust, dedication, and accountability from all team members to ensure success. The culture is one in which **independent** and **self-motivated** individuals thrive.

Salary and Benefits

- Competitive salary starting in mid \$40k
- Paid time off
- Flexible working environment

How to Apply

The **Operations Coordinator** position is open until filled. If this position sounds right for you, please submit a letter of interest and resume to:

Richard McCoy
Landmark Columbus Foundation Executive Director
richard@landmarkcolumbus.org

Key Responsibilities

Operations Coordination

Manage projects and events for the organization

- Work in a team environment to monitor the execution and review of projects and events through Notion, the studio's project management system
- Work in a team environment and with the community to coordinate organization-wide projects and events
- Track outcomes for projects and events alongside budgets

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Assist Executive Director with Development Activities

- Assist Executive Director with Development Activities
- Support fundraising efforts with individual donors and competitive grants
- Create and track donor engagement and growth in Bloomerang, the studio's development software
- Provide grant research, administration, and reporting

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Oversee operational needs for the studio

- Evaluate and improve the studio's operational systems, processes, policies, and shared environment
- Recruit and manage volunteers, interns, and subcontractors as needed
- Regularly inventory the needs of the studio space and order materials and resources as necessary

Qualifications and Desired Skills

- Hold at least a Bachelor's degree in management, arts administration, or a related field—or have equivalent experience
 - Preferred: 2–5 years experience in project management, development, and implementation
 - Preferred: Interest in community, art, architecture, and design
- Demonstrate an ability to work independently and be self-motivated, enthusiastic, and driven to better our community
- Maintain excellent critical thinking skills and an ability to exercise good judgment and solve problems quickly and effectively
- Demonstrated experience with managing multiple priorities
- Knowledge of and interest in using software applications to manage workflow and outcomes, including Notion and Bloomerang
- Excellent written and verbal communication skills
- Familiarity with or a sincere interest in learning about downtown Columbus