



OPERATIONS & DEVELOPMENT CURATOR JOB DESCRIPTION

Focused on Organizational Systems, Project Management, and Funding Development

Position Classification:	Full Time, Non-Exempt
Reports to:	Executive Dreamer
Salary Range:	\$42,000 - \$46,000 annually
Location:	In Office / Canton, Ohio
How to Apply:	Submit a cover letter and resume to andrea.capuano@tomtodideas.org

TomTod Ideas is a youth development nonprofit that listens to, honors, and advocates for middle schoolers. Yep. You read that right. Middle schoolers, and only middle schoolers. We create programming and curricula specifically for 11 to 14-year-olds because we believe their perspective is valuable and necessary for the community. Since 2012, we've helped thousands of middle schoolers discover and love their community while finding ways to help it thrive. Using the latest research about early adolescent development, our work allows students to explore idea creation through a community-focused, developmentally aligned lens. We connect the energy, imagination, and intuition of middle schoolers with the wisdom, resources, and experiences of adults, while equipping middle schoolers with vital skills that empower them to take action today while setting them up for success tomorrow.

The Operations and Development Curator role is designed to coordinate vital TomTod activities, from supporting the leadership team to managing projects. The individual in this role acts as the connector between all of TomTod's functions and ensures that TomTod remains organized, responsive, and connected to the community. The ideal candidate is proactive, adaptable, and comfortable balancing multiple projects at once while maintaining strong attention to detail.

Depending on a candidate's skills and professional goals, this role may evolve to include increased responsibility in communications, community engagement, fundraising, grant writing, operations, or project leadership. We value curiosity, initiative, and a willingness to learn, and we are committed to helping team members develop their strengths and build meaningful careers within our organization.

TomTod Ideas takes a whole-team approach to diversity, equity, and inclusion practices and is an equal-opportunity employer. As we seek new team members, we welcome the meaningful contributions you might bring in terms of your education, perspective, race, culture, ethnicity, gender identity, national origin, disability, veteran's status, age, or religion.



OPERATIONS & DEVELOPMENT CURATOR RESPONSIBILITIES

The Operations and Development Curator reports to the Executive Dreamer and works alongside the full TomTod Team to support the mission, values, and vision of TomTod by creating, refining, and/or implementing organizational systems. Specific tasks include, but are not limited to:

- **Administrative and Operational Support**
 - Assist with preparation for and follow up from internal and external meetings such as Team Meetings, Leadership Huddles and Board meetings
 - Engage in program registration, waitlist management, updates, and cancellations
 - Handle post-registration communications with families via phone, text, and email.
 - Prepare event information tables
 - Maintain an orderly office environment
 - Answer general office phone and respond to general office emails
 - Assist with internal and external communications, to include Huzzah cards, thank yous, camper birthday cards, and bulk mail
 - Oversee postage accounts and ensure accuracy of payments
 - Maintain adequate supplies of toner, paper, envelopes, and general office supplies
- **Project Coordination**
 - Maintain organized systems, files, and workflows that support programs, campaigns, and events
 - Coordinate timelines, deliverables, and logistics for programs, campaigns, and events
 - Support team with project development, progress and deadline achievement
- **Data Management**
 - Maintain and manage TomTod's databases (to include GiveButter, MailChimp, Community Opt-In database, and Student/Family Information System) to ensure accuracy, minimize contact duplications, and to provide for organizational integrity with our varied stakeholders
 - Maximize system capacities to allow for effective fundraising campaigns
 - Generate reports and assist with audience segmentation
 - Archive inactive records in accordance with data retention and privacy policies
 - Update Standard Operating Procedures (SOPs) for databases and other systems
- **Development and Funding Support**
 - Assist with researching grant and funding opportunities
 - Maintain grant calendars, deadlines, and submission tracking systems
 - Provide supporting materials and documentation for grant applications and reports
 - Identify new donors, lapsed donors, or recurring gift cancellations
 - Coordinate with Executive Dreamer to engage with and support Sustaining Donors

**btw, there are 3 minor formatting oddities. Feel free to document them if you feel so inclined :)*



OPERATIONS & DEVELOPMENT CURATOR REQUIREMENTS

Any TomTod staff member should possess the following Behavioral DNA:

- Demonstrates passion for and contributes to the mission, vision and values of TomTod
- Is a self-starter with pronounced self-discipline and self-direction
- Is committed to his or her own professional development
- Is a team player who readily collaborates and interacts with a variety of constituents (educators, middle schoolers, parents, volunteers, board members, funders, co-workers, etc.).
- Is able to operate in an open office environment with a diverse set of challenges, balancing multiple tasks simultaneously while prioritizing intuitively
- Values a team culture that emphasizes excellence (not perfectionism) and empowerment
- Is a creative thinker, able to successfully approach challenges from a variety of angles
- Is able to navigate conflict and interpersonal relationships proactively and professionally, balancing empathy and accountability
- Maintains a high level of confidentiality, professionalism, and discretion
- Speaks, writes, and communicates professionally across diverse groups
- Participates in programs outside of the normal workweek when requested, to include occasional evenings and weekends
- Utilizes reliable transportation in order to carry out duties
- Can lift and carry up to 30 pounds

The Operations and Development Curator will have these basic credentials:

- A minimum of 4 years of dedicated experience in project coordination, development, communications, non-profit administration or other related fields
- Experience with Google Workspace, Microsoft Office or similar word processing, spreadsheet and project management apps and software.
- Experience with donor management software or other CRMs
- Strong organizational and time management skills
- Experience coordinating projects, timelines, and collaborative workflows
- Strong written and verbal communication skills
- Comfortable working independently while collaborating closely with a team
- Evidence of continuing personal and professional development
- Impeccable references from previous employers

Stellar candidates will demonstrate the following:

- Ability to "see around corners" and anticipate the needs of the team
- Ability to balance a professional demeanor, diplomacy and discretion within a lively, collaborative setting
- Experience as an early adopter of technology trends
- Ability to balance urgency vs. importance
- Meticulous attention to detail, to include things like noticing spelling, spacing or numerical errors, even when not looking for them
- Enjoyment in creation and completion of to-do lists, plans, outlines and itineraries