



## the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

### VICE PRESIDENT OF CORPORATE OPERATIONS/OFFICE MANAGER

#### JOB POSTING

The Society for Creative Anachronism, an international 501c3 organization whose participants pursue research and re-creation of pre-seventeenth century skills, arts, combat, and culture, is seeking to fill the position of Vice President of Corporate Operations/Office Manager. The person in this role is responsible for the in-person management of the corporate office, oversees a small staff, and works as part of a team with officers, volunteers, and a board of directors. The holder of this position interfaces frequently with outside contractors within the US and internationally.

The successful candidate will have demonstrated success in providing guidance and leadership for organization leaders and members, along with very strong customer service skills and the ability to work independently. Exceptional verbal and written communication skills with a demonstrated ability to collaborate across all levels of an organization are a necessity.

#### **Vice President Job Responsibilities:**

- Oversee day-to-day operation of the organization through the following duties: manage membership database; assist members with membership questions and concerns; invoice for operational expenses; order, process, and deliver notice of background checks (US & Canada); and coordinate with outside contractors, both domestic and international, including, but not limited to, state and province registrars, insurance brokers, accountants, bookkeeper, legal counsel, Post Office permitting offices, and background check companies.
- Oversee annual financial obligations of the corporation through the following duties: oversee annual financial audit of the corporation; maintain annual filings and reports required by multiple entities; sign and authorize filing of all completed tax returns, state registrations, and province registrations; maintain financial reports; and provide reports to the board of directors and corporate officers as required.
- Negotiate contracts for equipment and services, including office equipment; space rental; insurance policies; and hotel and meeting space for quarterly board meetings.
- As part of the leadership team, identify and prioritize specific needs related to the operational and financial well-being of the company and bring them to the attention of the board of directors and corporate officers as necessary.

The Vice President of Corporate Operations also manages responsibilities specific to the position of **Secretary of the Corporation**, including but not limited to:

- Manage board meeting agendas and prepare agenda items for distribution.
- Authorize regional group bank accounts and direct banking corporate resolutions, including signing banking resolutions.

**Education/Experience/Other Requirements:**

- Associate or bachelor's degree in business or a related field, or a minimum of 5 years general office experience, with very strong general office skills, including basic accounting or bookkeeping and customer service.
- Capacity to travel at request
- Ability to participate in conference calls and meetings via VoIP
- Candidate must be able to pass a background check.

The Society for Creative Anachronism offers flexible work hours. One weekend per quarter is required, and occasional weekend and evening work may be requested. Also offered is a full benefits package that includes medical, dental, vision, PTO, and 403(b) retirement plan. Applicants will need to reside within Santa Clara County California or surrounding areas. Applicants need not be members of the Society for Creative Anachronism.

Interested candidates should mail a hard copy of their resume to the attention of Renee Signorotti, P.O. Box 360789, Milpitas, CA 95036-0789. In addition, an electronic courtesy copy should be emailed to [resumes@sca.org](mailto:resumes@sca.org).

The deadline for submissions is **April 30, 2021**.

Any questions can be sent Mr. John Fulton, President at [president@sca.org](mailto:president@sca.org)

The Society for Creative Anachronism is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.