



## OPERATIONS MANAGER

### POSITION DESCRIPTION

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**STATUS:** Full Time

**REPORTS TO:** Executive Director

#### **OBJECTIVE OF POSITION:**

Small organizations like Care Net Peninsula always seem to have a role that does a little bit of everything to keep the whole operation running smoothly. That's you. Your #1 job will be to manage the books, so you'll need to be detail oriented. You'll also need to be dependable and a great problem solver. Flexibility is important too because you will inevitably need to assist on a project that doesn't fit into your typical day-to-day duties. The great part is that every day is always a little different and you'll get to support a great team.

#### **ORGANIZATION MISSION:**

Women think abortion is the only way out of an unplanned pregnancy. We provide the help and hope local women need to choose life for their baby.

#### **KEY CHARACTERISTICS:**

**1. Passionate Christ Followers**

Our faith in Jesus informs every action we take.

**2. Unshakeable**

We stand for life no matter what it costs.

**3. Lovingkindness**

We believe lovingkindness is a lifeline to pregnant women in crisis.

## **QUALIFICATIONS:**

- Be a committed Christian with a consistent testimony and active in a local church.
- Exhibit strong commitment and dedication to the pro-life cause and sexual purity.
- Agree with and uphold Care Net Peninsula's Statements of Faith & Principles, Commitment of Care, Center policies and procedures, and pledge of confidentiality.
- Demonstrate attention to detail and strong organizational skills.
- Competency in QuickBooks and Microsoft Office is essential.
- Familiarity with a CRM is a plus, we use a software called Virtuous.
- Demonstrate dependability and productivity.
- Ability to complete tasks as directed and meet deadlines.
- Ability to perform daily work and special projects with minimal supervision.
- Bachelor's Degree preferred, but not required with commensurate work experience.

## **MAJOR DUTIES & RESPONSIBILITIES**

### **1. BOOKKEEPING**

. . . . 35%

- Responsible for keeping an accurate record of organization transactions in Quickbooks
- Produce monthly, quarterly, annual reports and compilation by working with vendors
- Pay annual property taxes and comply with tax requirements
- Manage staff expenses and receipts

### **2. DONOR MANAGEMENT**

. . . . 25%

- Manage and maintain the CRM application including setting up/maintaining donor files, campaigns, appeals and reports
- Record monetary and in-kind donations into donor database using volunteer assistance
- Prepare and mail donor tax statements
- Audit Donor Database to ensure accuracy
- Support Development team with Donor Database requests and reports
- Produce Donor Mailing file for direct mail publications

**3. FACILITY & OPERATIONS MANAGEMENT** . . . . 20%

- Staff contact for maintenance requests for facility, equipment, internet, etc.
- Coordinate with various vendors to ensure timely repairs
- Maintain Petty cash, Building Access Controls, and Master Keys
- Manage insurance policies and renewal process with various brokers
- Maintain legal status and industry affiliation memberships

**4. CARE NET TEAM SUPPORT** . . . . 15%

- Assist Executive Director with projects as needed
- Deposit and reconcile event donations
- Support Development Team with fundraising campaigns and at events

**5. ADDITIONAL DUTIES** . . . . 5%

- Attend and constructively participate in Staff meetings
- Attend and participate professionally in all fundraising events
- Demonstrate willingness to serve in any area necessary

**EVALUATION:** The Executive Director will perform a written evaluation of the Operations Manager annually.