

JOB DESCRIPTION

POSITION: Operations Manager

REPORTS TO: President, Catholic Foundation of Eastern Pennsylvania

STATUS: Salary Exempt, Full-time includes benefits.

POSITION DESCRIPTION:

The **Operations Manager** is a full-time position for the *Catholic Foundation of Eastern Pennsylvania*, a 501c3 charitable foundation serving the Catholic community in greater Lehigh Valley, PA region and independent from the Diocese of Allentown. The position oversees the business operational flow of this growing nonprofit by providing oversight and support to the Foundation President.

Duties and responsibilities include:

- Take ownership of the akoyaGO financial reporting / CRM software platform from installation and migration, testing, running, documenting, and troubleshooting all processes.
- Work closely with the accounting & financial reporting consultants to process and format monthly and quarterly financial reports, annual distribution notification and granting, monthly expense reporting, monthly accounts payable, and prepare for dissemination to appropriate constituencies (staff, board, partners, and beneficiaries).
- Oversee donor gift processing, with the assistance of a database administrator, that would include collection, recording, preparing deposits, depositing, and acknowledgements of all gifts.
- Manage general office operations including initial office location search, database administrator search, equipment, supplies, and vendor services.
- Explore and design a proposed benefits plan for Catholic Foundation staff.
- Create, process, and manage partner gift agreements.
- Analyze donor data to assist team in formulating marketing and development strategies that maximize growth for partners and the Foundation.
- Assist in the preparation for quarterly board meetings, presentations, and special meetings/events.
- Perform duties for the President as needed.



Knowledge, Skills & Abilities:

- Excellent organizational skills and attention to detail, as well as the ability to manage and adhere to deadlines.
- Requires strong computer / software skills, proficiency with Microsoft Office, especially Excel and Power Point and Google suite of office programs.
- Knowledge of financial reporting, and CRM platforms and the installation / migration process a plus.
- Requires an understanding of the importance of accuracy in maintaining business records, endowment and donor records, disbursements, etc.
- Ability to handle sensitive information with a high level of trust and confidentiality.
- Solid written and verbal communication skills. Good interpersonal and customer relation's skills.
- Passion for the mission and purpose of the Catholic Foundation.

Qualifications:

Bachelor's degree.

Five+ years of experience managing operations and projects for businesses or nonprofits.

The Catholic Foundation of Eastern Pennsylvania

The Catholic Foundation of Eastern Pennsylvania is a charitable, non-profit 501(C)3 organization, independent from the Diocese of Allentown. Formed in 2013, it was designed to manage assets, generate perpetual income and provide financial stability for Catholic parishes, educational institutions, and ministries. The Catholic Foundation currently manages more than \$62 million in assets in 174 separate endowment funds for 136 partners.

HOW TO APPLY

Candidates should submit a cover letter and resume to:

petewaldron@catholicfoundationep.org.