



Job Title: Operations Manager

Team: Executive

Classification: Full Time

Reports To: Executive Director

Mission

The Operations Manager's mission is to directly assist the Executive Director with the executive functions of the ministry, helping to ensure programs and staff are in compliance with policies and procedures, and that the administration of Ezekiel's core executive functions are efficient and organized. This will include a wide array of potential tasks and projects. The Operations Manager will handle delegated ongoing, recurring and one-time tasks, ensuring that the Executive Director can focus on the ministry as a whole and push the ministry toward the long-term vision. The Operations Manager executes the day-to-day operations, connects the dots of the organization and assists the Executive Director to free him up to do what only he can do.

Qualifications

- Prior EA Experience preferred -(Scheduling, emailing, answering phones, etc.)
- Bookkeeping experience preferred (helping staff track expenses, reporting, etc.)
- HR experience preferred (payroll, onboarding staff, etc.)
- Must be extremely organized and enjoy putting data in it's proper place.
- Must be able to use and consistently learn a wide variety of systems to manage people, resources, and scheduling. (Excel, Quickbooks, CRM, Child Mgmt, etc.)

Position Responsibilities (include but not limited to)

- Owns the Executive Directors Calendar, strategically ensuring it is full of the right meetings, and protects it from the wrong ones. All appointments go through Operations Mgr.
- Manages email inbox (of Executive Director)- answering emails, making appointments that come in, etc.
- Keeps up to date records of Board Members and Advisory Team Members
- Keeps up to date records of all Board Meeting Minutes and Advisory Team Meeting Minutes
- Creates and maintains staff meeting agendas, and minutes. Preparing ED to hold staff accountable to their duties.
- Preparing Thank you notes to donors and volunteers from the Executive Director, and from the Ministry for weekly/monthly gifts.
- Payroll / Human Resources- Handles completely. Communicates with staff to ensure staff is aware of all payroll and/or HR needs and benefits. This includes new hires, terminations, pay changes, vacation, etc.

- Runs Payroll fundraising calculations for support raising staff and updates spreadsheet for payroll.
- Manage new hire onboarding process (paperwork, Policies, pto, etc...)
- Keeps employee files (comp plans, review docs, w-4s, ect.)
- Administers SIMPLE IRA Plan. This includes setting up new staffers on IRA plan and making monthly retirement contributions to simple IRA retirement plans.
- Manages all staff expense reporting, ensuring complete accounting and reconciling to bank statements and credit card statements for all transactions. Stores expense reports and invoices in Digital filing system
- Audits all cash boxes monthly.
- Manages financial account balances and transfers.
- Maintains DonorPerfect data (giving records) - helping enter all gifts, set up and cancel recurring gifts as needed, maintaining online giving options, sending weekly batch receipts for donations, soft credits, etc. Reviews account updater monthly.
- Updates all donor records with proper salutations for all mailings and communication.
- Download pending gifts daily from DP, set up all tributes, and memorials to be acknowledged properly
- Enter all ACH gifts into DP.(soft credits, matching gifts, etc.)Send appropriate TY.
- Communicates with insurance Co. (for all facilities and vehicles, ensuring they are kept up to date and that there are no gaps in coverage)
- Maintaining approved drivers list for After School Sites
- Assist in planning fundraising events and preparing grant applications
- Keep up to date with monday.com (Project Management) responsibilities and schedule staff duties as necessary
- Checks mail and makes bank deposits weekly.
- Writes checks and maintains check register).
- Quickly learning and executing new tasks that fall on the executive directors plate.