

CATHOLIC CHARITIES DIOCESE OF EVANSVILLE

JOB TITLE: Coordinator, Office Operations

FLSA STATUS: Exempt

Primary Function

Assist Director with ensuring the smooth and successful operation of the Agency.

Duties and Responsibilities

In addition to the specific duties and responsibilities shown below, the Operations Coordinator is responsible for complying with policies and procedures established by Catholic Charities, the Diocese of Evansville, and external compliance entities.

25% of effort: General Operations

1. Maintains policy and procedure manuals, reviewing, editing and implementing as required.
2. Oversees support staff scheduling and duty assignments.
3. Assists director with ensuring compliance with Catholic Church teaching, and diocesan policies and procedures.
4. Assist Director in Human Resource related work including new hire orientation and training.

40% of effort: Data Management

5. Oversee the acquisition and management of client, program and service data.
6. Produce reports to stakeholders, including diocese, board and external funders.

20% of effort: Grant and Fund Development

7. Identify appropriate grant and contract sources for programming and services.
8. Work with program staff persons to write and submit grant and contract proposals.

15% of effort: Event, Donor, and Volunteer Management

9. Design, organize and oversee Agency events including those for relationship and donor development.
10. Maintains donor records including processing donor acknowledgement letters. Assists Director with development efforts as directed.
11. Using best practices, build a volunteer program consistent with Agency programs and services. Includes identifying, recruiting, managing, evaluating and retaining volunteers.

Other duties as assigned.

Reporting Relationship

Reports to: Director of Catholic Charities

Other

- 40 hours per week
- Availability for travel throughout diocese

Minimum Qualifications

- Bachelor of Science degree in business, public or non-profit administration, Master's degree preferred.
- A foundational understanding of Catholic Church structures, teaching and organization.
- Strong computer skills in Microsoft Office and ability to use out-of-box database system.
- Three-five years of experience in non-profit program or service provision, preferably with leadership or operations oversight.
- Limited Criminal History Clearance.

Additional Qualifications

- Excellent communicator, both orally and in writing.
- Ability to anticipate the effect of changes in personnel, finances and external compliance on the delivery of programs and services.
- Strong project management experience with evidence of successful planning and implementation.

Signature of Employee

Date

Signature of Supervisor

Date