

OPERATIONS MANAGER

I. Title: Operations Manager

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: As the Operations Manager, this individual will work with the Director of Ministries and Director of Advancement Operations on the general working operations, implementation of communication strategies, and advancement for the whole organization. She shall also be responsible to the Director of Ministries, the Executive Director, and the Board of Directors.

IV. Definition: Concerning Advancement, this individual shall report to the Director of Advancement Operations. Concerning Operations, this individual shall report to and be under the direct supervision of the Director of Ministries.

V. Principal Responsibilities:

- Operations (50 percent)
 - human resources
 - involved with the onboarding process for new employees
 - conduct annual government-required trainings
 - direct employee benefits programs (insurance, retirement)
 - property management
 - manage facilities and the working order of CST Properties and the CST office (taxes, maintenance, capital improvements, vendors, insurance, expenses, etc.)
 - collect tenant lease and payments
 - building furnishing and upkeep
 - other operations
 - address organizational compliance matters as assigned
 - manage and maintain organizational insurance policies
 - oversee administration of organizational accounts (HotelEngine, Chase, Amazon, NEON, Authorize, etc.)
 - assist the Director of Ministries in planning and executing of events (e.g., Board meetings, staff retreats)
 - responsibilities as assigned
- Advancement (50%)
 - donor management/communication
 - database management



- production of annual giving statements, gift acknowledgements, new donor packets, church giving folders, etc.
- execution of spring and autumn appeals, donor thanks campaigns
- ASW and other donor communication campaigns
- photography for advancement materials
- capturing and cataloguing of photography for communications use
- financial
 - financial reconciliations between gift accounting and database records
 - internal financial reporting including weekly and monthly advancement reports
 - oversee process for converting cancelled Workshop registrations to donations
 - weekly deposit of gifts
- strategic advancement operations
 - data analysis
 - future advancement initiatives
 - fundraising event planning
 - payment/purchasing/vendor coordination

VI. Other Responsibilities:

- as assigned by the Director of Advancement Operations, the Director of Ministries, the Executive Director, and the Board of Directors.

VII. General Responsibilities:

- shall dedicate herself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications:

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- proficiency in office software (MS Word and Excel in particular)
- strong organizational and management skills
- ability to work with others or independently
- ability to follow through on tasks and meet deadlines
- detail oriented
- ability to maintain confidentiality
- demonstrated character as outlined in Titus 2
- demonstrated commitment to the vision of the CST