

Center for Christianity and Scholarship
Position Opening: Operations Manager

Supervisor: CCS Executive Director

FTE: Hourly, 15-20 hrs/wk

Date Created: 5/1/23

Position Start Date: 7/1/23

POSITION SUMMARY

The Operations Manager advances CCS's mission by overseeing office, property, and major program event management and ensuring that CCS functions effectively in each area. This position carries out a range of administrative, financial, and executive support-related tasks. The ideal candidate is detail-oriented and thrives in creating effective institutional administration. They are able to work independently with little supervision and work well with others. They are well organized, flexible, and enjoy a team environment along with the administrative challenges of managing an office and property in an organization staffed largely by academics.

Candidates who have ability and interest in higher operational oversight; including budget and revenue analysis and projections, strategic plan implementation and measurement, staff leadership, and communications across the organization; could potentially grow this role into a Director of Operations position.

2-5 years of experienced preferred

MAJOR RESPONSIBILITIES

Office Management

- Manage donations, invoices, and receipts
- Manage payments to student house staff and independent contractors
- Work with CCS's accountant to ensure our bookkeeping is up-to-date and processed correctly
- Manage CCS document storage and retention and ensure compliance with state and federal regulation
- Manage office inventory
- Coordinate with IT support for office IT infrastructure needs
- Work with CCS Executive Director to track budget and generate necessary reports

Property Management

- Manage facility repair and maintenance needs by hiring individuals/companies as needed and coordinating with House Hospitality Manager for projects that can call on volunteers

Event Management

- Assist program staff by managing logistics related to CCS's major events and lectures, including venue and catering, speaker travel, and program budgeting
- From time to time assist program staff in logistics planning for courses and learning groups

QUALIFICATIONS

- Exceptional organizational and time management skills
- Strong attention to detail
- A self-starter and driven

***These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*

***CCS requires all staff and its Board of Directors to sign a Statement of Faith. The statement will be shared with applicants in the application process.*

TERMS OF EMPLOYMENT

- Salary negotiable based on qualifications and experience
- Additional employment information to be provided during application process
- All work is to be done at the CCS office
- Review of applications will begin on May 1, 2023 — applications will continue to be accepted until the position is filled

WORKING CONDITIONS

- Normal office environment
- Occasional travel may be required

TO APPLY

Send (1) a cover letter or email explaining your interest in the position and (2) a resume.

Please send your application electronically to edward.dixon@duke.edu, addressed to Edward Dixon (Executive Director).