



## Operations Administrator Position Description

### Overview

Reports to Executive Director  
Hourly Position, approximately 10-15 hours per week

### Working Environment

You will work from your home. The vast majority of your work will be online and on the telephone. Working hours can be flexible, but daytime availability is essential.

### Tasks

#### **General Administrative**

Database Management: Oversee e-Tapestry constituent database and manage Constant Contact. Provide distribution lists for mailings and emails to be sent. Enter donations into e-Tapestry as checks are deposited. Maintain and update all supporter records. Prepare tax letters at end of the year.

Fundraising Support: Aid Executive Director (ED) and Fundraising committee as directed to create lists and analysis of donors and trends in fundraising for the organization. Enter data as reported back from donor engagement.

Board Support: Prepare documentation for board meetings as needed and directed by ED. Make reservations and arrangements for in-person Board Meetings at retreat centers. Coordinate reservations, travel plans, etc. for Board members who are attending. Maintain Board Roster and communicate board changes for website, newsletter, etc.

Pilgrimages: Assist Pilgrimage Coordinators with marketing assistance by providing lists and queried information from the database, enter trip payments into database and ensure credits are issued as directed, ensure vendors are paid as directed by pilgrimage coordinator. Assist in creating and maintaining documentation for Trip Leader and communicating with any travel or other academic agency to provide rooming lists, manage travel arrangements and assist with reservations as required.

Marketing Coordination: Coordinate efforts with Marketing volunteer to update website and create forms and promotions as needed, maintain contact lists for "snail mail" and electronic mailings in e-Tapestry and Constant Contact.

Digital File Organization: Keep digital files organized. File all digital materials in intuitive locations and clean up and organize past electronic filing folders.



## **Marketing and Communications**

Produce newsletters (emailed and postal mailed): Help ED curate and create content for monthly e-newsletters and bi-annually mailed newsletters. Liaison with graphic designer during production.

Mailing coordination: Oversee the process of mailing and emailing newsletters to organizational supporters in coordination with graphic design volunteer.

## **Financial Administrative**

Invoices: Upload bills to Bill.com or send to accountant to be uploaded. Follow up to ensure payments are processed and vendors receive payment.

Audit/Review and 990 Preparation: Provide support to complete the annual audit or review and submission of the 990. Answer questions and provide copies of documents as needed.

Contract oversight: Insurance, contract and vendor account management in coordination with Treasurer and ED.

State Registration Compliance: Oversee deadlines and provide necessary documentation in conjunction with our contract service provider to maintain charitable solicitation compliance.

## Qualifications for this Position

### **Personality**

- Highly organized and professional
- Keen sense for discernment of priorities
- Strong sense of autonomy, responsibility, integrity and accountability
- Motivated by service and concern for others
- Self-directed, initiative, results-oriented with a positive outlook, and a clear focus on high quality
- Comfortable communicating directly with others and performs as a team player
- Willingness to express concerns, emotional maturity
- Reliable, consistent and dependable
- Ability to work independently in a home office environment with limited personal interaction



### **Specific Job Skills and Experience**

- Proven experience working virtually to manage and produce high quality work with minimal supervision.
- Excellent writing skills as much of the work is online
- Excellent communication skills including ability to work with people from other cultures
- Exceptional organizational skills
- Very good with response time, timelines and follow through
- Bachelor's degree or equivalent, at minimum
- Interest in the field of peacemaking & particularly in Israel and Palestine

### **Computer and Software skills**

- Adept in programs such as eTapestry (and other Customer Relation Management platforms), DropBox and/or Google Drive, spreadsheets, WordPress, Constant Contact (or other newsletter platform), and similar.
- Knowledge of QuickBooks is a plus

### **To Apply**

Send a resume and cover letter to [essrea@pilgrimsfibillin.org](mailto:essrea@pilgrimsfibillin.org).

A cover letter is required and resumes received with no cover letter will not be considered. In the cover letter, please use this opportunity to highlight why you feel you are the right person for this position and give as many specific supporting details as needed to make your case. Since clear writing skills are a requirement for this position, your cover letter will serve as a demonstration of your writing competence.

The position is available now and will remain posted until filled.

Thank you for your understanding as we will only be able to respond to qualified candidates who we are considering interviewing.