



Operations Manager

Caris is looking for a team-oriented Operations Manager who is a highly motivated person that can thrive in collaborative environment. Responsibilities include providing executive-level support, managing and coordinating projects originating from the Office of the CEO & The Senior Leadership Team. Direction received is general in nature, with most duties accomplished without direction. The person in this position must be highly organized, detail-oriented and able to multitask effectively.

Caris Pregnancy Counseling & Resources is a faith-based nonprofit organization whose mission is to see women and children thrive during and after unplanned pregnancy. Our vision is to be a leader in addressing the cultural, social, spiritual, and economic essentials involved in unplanned pregnancy. We provide professional counseling to address a number of pregnancy-related issues, and we also connect women to valuable resources and to various communities of support. All services are donor supported and as a result, are FREE to the women and families that we serve.

Opportunity Summary

Provide direct supervision to the Administrative Assistant . Support management and staff. Oversee Tandem HR communications and records. Manage implementation of Projects from the Senior Leadership team.

Reports to the Executive Director.

Responsibilities

Office Management

- Following all procedures in the handling of daily mail donations and bank deposits
- General office duties including: filing, ordering supplies, distributing mail and maintaining office equipment, order office stationery needs from Printer
- Ensure computer systems are operating correctly and ensure problems are addressed by IT consultants; organize and manage common drive
- Be the main contact to obtain donations for general office needs
- Review office procedures, phone lists, directory masters and keep them current
- Use good customer service to represent Caris in a professional manner to donors, vendors or on phone

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General and Administrative

- Provide executive level assistance to the Executive Director (loosely managing ED calendar), Senior Leadership Team (when requested) and the Board of Directors
- Arrange Board Meetings and prepare information for Board packet mailing as needed
- Ensure that all Standard Operating Procedures (SOPs) for the Caris are routinely updated, and that all staff members are in compliance with relevant SOP's
- Create and implement new SOPs as requested by Senior Leadership.
- Oversee the planning and execution of quarterly all-staff meetings and any ad-hoc staff gatherings
- Coordinate, train and manage Administrative volunteers

Fiscal Management

- Liaise with Cedarstone Partners in the management of our income and expenses
- Provide oversight and management of the Agency budget, updating the Executive Director on actuals vs. projection on a monthly basis
- Identifying possible red flags in the income or expense side of the budget and pursuing cost saving measures throughout the organization
- Manage all project, development and program budgets

Human Resources Liaison

- Be the liaison between Caris and Tandem for all Human Resources correspondence
- Keep and maintain all private employee HR files
- Coordinate new staff training with departments (i.e. schedule training with new staff and Executive Director, contact appropriate departments based on HR needs, computer setup, etc.)

Implementation of Goals and Strategies

- Prepare statistics, project reports and presentations for program and project status meetings and board meetings.
- Assist Client Services with projects on an as needed basis and work on projects as they arise within each aspect of the ministry (i.e. Events planning, communication, donor development)
- Assist with general update on Caris websites (i.e. ensure web pages are kept up-to-date with general contact info, Google maps)

Qualifications & Experience

Bachelor's Degree required, preferably in business, and experience with project and nonprofit management. Proficiency with Microsoft Office software. The ideal candidate will have advanced computer skills and be enthusiastic about learning new software programs and applications. Applicants must possess the ability to handle and maintain confidential reports and information with discretion. This candidate must have an eye for accuracy, careful attention to detail, solid business judgment and the ability to follow through on commitments. Must excel in customer service to both Caris constituents (clients, donors, volunteers, etc.) and Caris staff. The ideal candidate will have exemplary organizational, time and project management skills to independently manage multiple projects simultaneously within time and budgetary guidelines. The position requires the ability to effectively communicate both orally and in writing, and to build and manage relationships with all Caris staff, Board of Directors, major donors and others within the human services community.

Caris is a Christian non-profit organization. Candidate must be in alignment with the Caris mission, vision, statement of faith, and statement of principle. Caris team members must exemplify a committed and consistent walk of faith and a personal calling to ministry and to the specific mission and vision of Caris.

Please submit an application via caris.org/serve. Applications must include a resume and a cover letter.

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Perks of Caris

- Competitive compensation with a FTE 4-day work week (32 hours per week)
- Medical Health Insurance
- Flexible Spending Account
- Consultation meetings and a collaborative and supportive team
- Organizational Close Week (December and July) in addition generous PTO and paid holidays, including Juneteenth
- Employee Assistance Program
- On the job coaching and mentoring
- 401 (K) match
- Paid Maternity Leave
- Respectful of work life integration
- Quarterly staff development days

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Who We Are

- We are Christ Followers living on a mission.
- We are a source of support and serenity for hundreds of women each year.
- We provide support to women regardless of their pregnancy decision.
- We are a safe place.
- We are nimble and adaptable in our approach to service—one size doesn't always fit all.
- We are innovative, contemplative, and Christ-honoring in all that we do.

Who We Are NOT

- We are not political; we do not engage in political arguments or debates.
- We are not judgmental; women are not shamed or judged when they come through our doors.
- We are not the end of the road; we aim to walk with and support women and children on their journey until the child turns age 5.

Who We Are Looking For

- A Christ Follower
- Someone committed to seeing women and children thrive
- Someone who understands how issues of race, class, and societal injustices can play a role in a woman's pregnancy decision
- Someone who is committed to pursuing justice and truth on behalf of the women, children, and families that we serve
- Someone who is flexible, teachable, and willing to serve
- Someone who is willing to take initiative and decisive action

