

About Us:

The Church Foundation (TCF) is a Pennsylvania non-profit corporation that guides parishes and institutions within the Episcopal Diocese of Pennsylvania toward asset growth by providing cost-effective investment and endowment management services.

Position: Operations Manager

Type: Full-time

Salary: \$55,000 – \$67,000 per year

Location: Norristown, PA

Reports to: Executive Director

The operations manager is responsible for managing and overseeing all operational activities, ensuring that The Church Foundation is running smoothly and efficiently. The Operations Manager serves as primary contact to outside vendors and investors and works to enhance existing operational procedures to improve quality, accuracy, and efficiency.

This position reports directly to the Executive Director and performs a broad range of duties including but not limited to the following:

- Manage daily operations of the organization.
- Maintain and verify accounting records for operations and investor accounting.
- Formulate policies and procedures regarding the functioning of The Church Foundation subject to review by the Executive Director.
- Handles all accounts payables and receivables.
- Interface with investors – oversee and process all withdrawal requests in accordance with relevant documents.
- Manage third party relationships – Ensure third party vendors are properly executing agreed upon terms and conditions.
- Interface and promptly respond to requests from The Church Foundation Board of Directors. Attend all board meetings and be responsible for the compilation of meeting minutes.
- Works closely with Executive Director to set and or implement policies, procedures, and systems and to follow through with implementation.
- Other administrative duties as requested.

Qualifications and Skills:

- Bachelor's Degree in Business, Finance or Accounting or extensive related experience preferred.

- Operations or administration experience required.
- Excellent attention to detail, thorough, and process orientated.
- Proficiency in QuickBooks, Microsoft Office Suite, Social Media skills, and Database management.
- Strong written and verbal communication skills.
- Excellent time management skills, and ability to work independently.
- Flexibility to attend occasional evening meetings.

Please send a cover letter and resume to:

Lori Daniels, Executive Director

lorid@diopa.org

The Church Foundation

23 E Airy Street

Norristown, PA, 19401