



Operations & Development Manager Catholic Climate Covenant

Position Description

The Operations & Development Manager will maintain the Salsa CRM and Salsa Engage Data base for CCC. Working closely with CCC's Office Manager and Program Manager, the incumbent will perform various administrative, financial, and programmatic duties. The position will be supervised by the Office Manager.

General Responsibilities

- Database Administration
 - Process checks and send donor thank you letters.
 - Maintain quality of data in organization's CRM.
 - Lead database migration as necessary.
 - Support and maintain volunteer management in Mobilize.
 - Liaise with database consultant.
- Operations
 - Assist with secretarial duties related to organization's programs and/or fundraising, such as scheduling emails or action alerts.
 - Maintain and update organization's website, particularly its resources.
 - Manage Microsoft 365 administration.
 - Lead Microsoft 365 training for staff.
 - Support Communications with monthly newsletter and other miscellaneous tasks as delegated.
- Development
 - Maintain accurate records in database for grants, major donor cultivation, fundraising and appeals.
 - Support development goals by managing twice annual appeals, pulling reports, creating fundraising forms, scheduling emails to supporters.
 - Assist staff with implementation of development plan as needed.
 - Liaise with development consultants.
- Other duties as assigned.

Job Qualifications

- Education: bachelor's degree
- Proficiency with Microsoft Suite products and familiarity with CRM databases. Salsa and/or EveryAction preferred.
- Experience: 1-2 years of related experience

Skills

- Excellent verbal, written, and interpersonal communication skills.
- Ability to work both independently and collaboratively within a team-oriented environment
- Highly motivated, enthusiastic, and creative problem solver
- Service oriented



Benefits

- Compensation: \$30-\$35/hour for 15 - 20 hours/week.
- Minimum 2 weeks paid annual vacation, 2 weeks sick leave
- 11 holidays per year, plus office closed Dec. 24 - Jan. 1