



Position: Operations Manager
Reports to: Executive Director
Type: Full-time
Location: National Office (Chicago, IL)
Travel: National, as needed

Position Summary

The Operations Manager oversees the Conference's day-to-day operations. S/he supports the RFC in its mission to educate and strengthen formators in their ministry of initial and ongoing formation by attending to the needs of the National Office, managing financial processes and records, and maintaining the Conference's databases. The Manager is instrumental in assisting the Executive Director on administrative matters related to Board/committee correspondence and the reporting, tracking, and management of finances.

Key functions

1. Coordinates the operations of the National Office (e.g., office supplies), including the handling of all incoming postal mail, RFC email, telephone calls, and scheduling of conference calls and meetings, as needed.
2. Manages all aspects of the Conference's finances, namely, general bookkeeping and accounting, budgeting and payroll, financial audits/reviews, processing of member dues, and participant payment for programs.
3. In concert with the Executive Director, serves as a primary liaison to the Conference's finance committee and investment sub-committee.
4. Oversees maintenance of the organization's databases as it relates to membership records and organizational contacts (e.g., email distribution lists, addresses, etc.).
5. Collaborates with the Associate Director regarding membership logistics, including renewal processes, dues payment, and membership outreach.
6. Collaborates with the Programs Manager regarding program logistics (e.g., speaker contracts, registration, potential sites, meals, meeting rooms, housing, travel, etc.), program budgets and pricing strategy.
7. Assists with the coordination of the Conference's biennial Congress (national gathering), including site logistics, event registration and insurance, and marketing and promotion.

Position requirements

- Bachelor's degree or equivalent.
- Experience in office management.
- Familiarity with Catholic religious life is preferred.
- Ability to work collaboratively in a team atmosphere with Staff, membership and partners.
- Proficiency in basic office software: QuickBooks, Microsoft Outlook, Word, Excel, PowerPoint, etc.
- Aptitude in utilizing technology to run organizations (e.g., Zoom meetings).

- Detail-oriented and ability to provide exemplary constituent services.
- Strong written and communication skills.
- Workplace flexibility and creativity.

Application instructions

The search will remain open until the position is filled, but preference will be given to applicants whose materials reach the Conference by **Wednesday, May 5**.

Applicants should submit a (1) cover letter, (2) resume, and (3) list of three references. Materials can be sent by email to rfc@relforcon.org or by mail.

Religious Formation Conference
5401 S. Cornell Ave, Suite 304
Chicago, IL 60615