**Courage For Life**

**Office Manager**

**Job Description**

Courage For Life is a women’s ministry dedicated to helping women discover their God-given courage. CFL publishes and provides biblically-based resources that strengthen, equp and empower at-risk and incarcerated women to overcome their past and embrace their God-inspired future.

Our CFL calling is about making bold and lasting positive change in the world on issues, including praying, working with at-risk women, and growing God’s Kingdom. The ideal candidate cares passionately about these issues and CFL’s theory of change.

This position reports to the Courage For Life Executive Director.

**Job Summary:**

* The Office Manager is responsible for the organization and maintenance of all office operations and procedures while supporting the Executive Director and Director of Ministry Programs.
* This position also works with CFL Board members, team members and donors.
* The Office Manager is the first point of contact for community partners and is empowered to make everyone feel welcomed. An upbeat and friendly disposition is required.

**Minimum Qualifications:**

**Education and Experience:**

* Bachelor’s Degree is preferred and/or high level sales experience with proven success record or business experience.
* Three or more years of work experience required.
* Knowledge of the not-for-profit sector highly desired.
* Acute attention to detail and team player
* Experience with QuickBooks, Microsoft Office Suite, and Outlook are required.
* Experience with Mailchimp, Bloomerang CRM, and Dropbox are preferred.

**Knowledge/Skills:**

* Demonstrated excellence in oral and written skills.
* **Deep, unapologetic Christian faith demonstrated.**
* Ability to attend to detail, display excellent time management skills and ensure accuracy of data.
* Appreciation of a fast-paced team, multi-tasking, and an enjoyment of creating and sustaining a pleasant work environment.
* Understanding of and commitment to Courage For Life’s mission.
* Demonstrated ability to use Apple computers and the full Microsoft Office Suite of programs with a proficiency in Excel.
* Effective organizational, planning, communication, and interpersonal skills.
* Basic understanding/knowledge of databases including inputting and retrieving information. Courage For Life uses Bloomerang.
* Proficiency with Courage For Life social media platforms to interact and respond to posts with compassion and sensitivity.
* Strong work ethic.
* Self-Starter and Go-Getter. Ability to work independently with little or no supervision.

**Specific Tasks:**

* Weekly accounting of CFL income and expenses in QuickBooks, from processing checks to invoicing and following up with vendors.
* Respond to outside information inquiries.
* Administer cloud server (Dropbox) to ensure security of data.
* Support staff administratively and maintain office
* Manage executive schedules, calendars, appointments, travel and expense submissions
* Attend meetings where appropriate and document key action steps.
* Compile attractive donor and grant proposals for securing donor commitments.
* Lend support in processing acknowledgment letters weekly for all donations.
* Help implement stewardship plan for delighting donors, including sending various correspondence to monthly and major donors.
* Lend clerical support to all ministry fundraising campaigns.
* Work closely with the accountant to verify financial and donor records.
* Monitor all donations and fullfil the tribute process of those giving in honor or memory.
* Responsible for mail distribution, supply ordering, errands.

**Other:**

* Ability to work independently, but also function as part of a team and contribute to the goals of the full team.
* Other duties as assigned.
* This position is 90% remote and administrative

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| **Work Demands/Environment:**   * Frequent sitting. May require long periods of working at a computer. * Constant interaction with people via emails, phone calls and in person. * Must be able to communicate with donors and prospects by phone and mail to determine funding guidelines and most effective process to secure new or renewed funding. * May require weekend and/or irregular hours during special projects, conferences or seasonal fundraising campaigns. * Must maintain a professional appearance. * May supervise volunteers.   **Compensation:**  Negotiable depending upon experience.  For more information about Courage For Life, go to [www.courageforlife.org](http://www.courageforlife.org).  Please submit resume to contact@courageforlife.org  Courage For Life  1000 Whitlock Avenue  Suite 320-134  Marietta, GA 30064  *Courage For Life actively seeks to recruit and retain a diverse staff in all areas of expertise. CFL will not discriminate against any employee or applicant for employment.* |
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