

Operations Manager

724 Buffalo St, Corpus Christi, Texas 78401 · 361.742.6330 · www.agaperanch.org



Operations Manager Full-Time

The Operations Manager for Agape Ranch is responsible for day-to-day operations to ensure efficiency, productivity, development, and implementation of the organization. Works with the team to grow engagement and increase fundraising strategies. The primary focus of this position is to support the annual campaign operations, develop and maintain beneficial corporate and individual relationships, increase effectiveness of volunteer engagement, recruitment, fundraising, and donor relations. The position also includes management of accounting and administrative team.

Major Responsibilities

- Creates and updates policies and procedures, handbooks, Impact Reports, calendars, and website.
- Oversees the donor and volunteer management software (Bloomerang)
- Maintains current understanding of organizational goals and initiatives, focus areas, successes, and overall results to effectively communicate to donors and at community events.
- Develop and maintain church and community relations.
- Oversees annual fundraising goals with the Development Coordinator to create solicitation and year-round engagement strategies to retain current and attract new donors to raise more revenue, increase overall engagement, and further the mission of Agape Ranch.
- Oversee all financial aspects of Agape Ranch with Development Coordinator by
 - Assisting with maintaining budget and tracking expenditures/transactions
 - Keeping updated records and creating reports or proposals.
- Prepare the annual budget in conjunction with the Development Coordinator, Directors, and Leadership team.
- Supports the hiring and training of all team members across functional areas.
- Implementation of the following annual events
 - Men's Steak Dinner (Feb/Mar)
 - Agape Clay Classic Clay Shoot (April)
 - Foster Care Awareness Month Church Engagement (May)
 - National Adoption Month Church Engagement (November)
- Provide technology and hardware and software systems support.
- Other duties as assigned.

Knowledge and Skills

- Professionally undertake a variety of administrative management tasks.
- Assist with programs, events, and activities as well as carry out operational duties.
- Detail-oriented and comfortable working with diverse teams and community partners.
- Proactive, strong follow-through, and ability to positively receive and implement feedback.
- Background in ministry is a plus but not required.

Qualifications

- Past management experience with knowledge of budgeting, bookkeeping, and reporting.
- Proficient in MS Office, QuickBooks, Adobe Acrobat, donor management systems, and social media platforms.
- Ability to work with diverse and multi-disciplinary teams.
- Excellent time management and organizational skills.
- Outstanding verbal and written communication skills.

Requirements

- Minimum Bachelor's Degree required or equivalent in work experience.
- Must be willing to work evenings, weekends, and flexible hours for planned events.

- Employment contingent upon results of Federal fingerprinting screenings.
- This position requires sitting for extended periods of time while on the computer and telephone, bending to file, lifting approximately 30 pounds, and out-of-office public contact.

Benefits:

- Retirement Matching benefits
- Paid time off
- Health insurance
- Dental and vision insurance offered

Good Faith Commitment

The first year of this job will be the training year as most of our events are held annually. We are looking for someone who is willing to give a good faith commitment for at least three years to prevent retraining each year. This is a wish of Agape Ranch, but not a requirement.