



## **THE INTERFAITH CENTER OF NEW YORK**

*The Interfaith Center of New York (ICNY) works to overcome prejudice, violence, and misunderstanding by activating the power of the city's grassroots religious and civic leaders and their communities. Our goal is to create understanding and respect among the city's immigrant and grassroots religious leaders and their communities, as well as to encourage civic participation. Together, we address the city's shared social concerns.*

### **Job Summary: Operations Manager**

The Interfaith Center of New York seeks a full-time Operations Manager who will be responsible for the day-to-day management of our small office (six full-time staff), as well as our relationships with vendors, basic HR responsibilities, day-to-day communications, and other tasks. The Operations Manager should have the ability to manage multiple assignments under deadlines and take independent action when appropriate. He or she should have strong organizational and editing skills, competency in Windows, QuickBooks, SharePoint and CRM programs like Salsa, as well as experience with social media management and liaising with vendors. The Operations Manager reports to the Director of Development.

### **The Operations Manager will be tasked with the following:**

#### Database Management and Accounting

- Manage and maintain multiple databases, e.g. SharePoint, Salsa and QuickBooks
- Process and track pledges and donations in QuickBooks and SharePoint, run reports, and create acknowledgement letters
- Manage vendor payments, invoices, credit card reconciliation
- Assist accountant with annual audit and cashflow tracking

#### Design and Communications

- Design and edit monthly e-newsletter, event fliers, and other outreach materials emails such as year-end appeals, program announcements and promotional campaigns using style guide/templates.
- Monitor all social media platforms, reply and post when necessary
- Maintain and update website, experience with WordPress is a plus
- Oversee and record weekly staff meeting

#### Human Resources

- Conduct basic HR tasks, including sourcing and managing interns, onboarding new employees and interns, and benefits enrollment

- Monitor insurance renewals and changes in New York State laws
- Act as liaison to all vendors, in particular our current technology provider
- Oversee transition to a new physical storage location for ICNY's archives

### Facilities

- Oversee office machine maintenance (computers, printer, internet, phone system, etc.)
- Maintain office supply inventory, answer telephones, check and distribute mail, and liaise with building staff as needed
- Manage room reservations, meeting arrangements, building catering, and other professional services for Board Meetings, Retreats, and other events
- Assist Executive Director with quarterly Board Meetings

### **The ideal candidate will possess a combination of skills, experience, and passion in the following areas:**

- Experience in office management/administration
- Outstanding organizational skills, for both “big picture” planning and small details
- Strong working knowledge of Microsoft Office (esp. Word, Outlook, SharePoint, and Excel) is essential
- Familiarity with design applications like Adobe and Canva
- Familiarity with Salsa or similar database solutions
- Familiarity with social media platforms (esp. FB and Twitter) and other online systems/platforms
- Familiarity with managing and troubleshooting software and computer equipment and experience interacting with technology providers
- Strong interpersonal skills and a good sense of humor -- comfortable working in a small office environment, and managing relationships with vendors
- Effective multi-tasker -- able to manage multiple priorities under deadlines
- Able to take direction from supervisor and senior colleagues, and take independent action/initiative when appropriate
- Reliability, attention to detail, consistent follow through on commitments, and an ability to work effectively under deadline pressure.
- Deep respect for religious/cultural diversity.

**Hours:** Full-time, 40 hrs/wk minimum 3-4 days in office

**Salary Range:** \$49,000 to \$55,000

**Benefits:** Medical and Dental

**Start date:** March 31, 2023

To apply send a current resume and cover letter to [info@interfaithcenter.org](mailto:info@interfaithcenter.org). Please note “Operations Manager” in the subject line of your email.