

ST. GABRIEL MERCY CENTER, INC.

MOUND BAYOU, MS

JOB DESCRIPTION

JOB TITLE: Finance and Operations Manager

JOB SUMMARY: The Finance and Operations Manager oversees financial management and operational efficiency within the organization.

MISSION: Rooted in the Mission of Jesus, the Finance and Operations Manager is responsible for budgeting, financial reporting, grant writing and reporting, building repairs and maintenance, and ensuring smooth functioning of administrative processes.

***Duties and responsibilities are subject to change.**

PRIMARY RESPONSIBILITIES:

Meetings:

1. Meets with Executive Director weekly or as needed and communicates regularly, effectively and, appropriately with her.
2. Is a member of the Administrative Leadership Team that meets monthly.
3. Attends staff meetings.
4. Attends board meetings. Works with board committees, as directed.

Supervision/Management:

1. Oversees the condition and final repairs on Center vehicles.
2. Supervises the Facilities Coordinator in maintaining facilities, equipment, and utilities to support organizational activities.
3. Ensures efficient procurement, distribution, and inventory management of goods and services.
4. Identifies and mitigates operational risks to ensure compliance and continuity of operations.

Financial Responsibilities:

1. Maintains financial records according to standard principles.
2. Provides assistance to and oversees the Administrative Assistant in the areas of payroll, tax preparation, budgeting, and auditing of the operations of the Center.
3. Prepares the Center's financial deposits and assists in accounting/financial areas, as needed.
4. Manages the Center's budget.
5. Responsible for financial planning and reporting.
6. Approves program purchases.
7. Ensures compliance with relevant regulations and accounting standards.
8. Assists with financial risk management to ensure nonprofit's sustainability and growth.
9. Analyzes financial data to provide insights and recommendations to leadership to support decision making.
10. Assists with picking up, recording and sorting donations, as needed.
11. Files the annual charities registration.

Fundraising and Grants:

1. Identifies major gift prospects and maintains a list of those individuals, foundations, and corporations capable of giving large gifts and grants.
2. Seeks grant opportunities and applies for them with the assistance of the Assistant Director and Program Coordinators.
3. Assists the Board of Directors and Executive Director in developing relationships with major gift prospects engaging them in the Mission of St. Gabriel Mercy Center.
4. Maintains a current list of possible foundations that would benefit St. Gabriel Mercy Center.
5. Maintains the data base in Results Plus for donor contributions on a continuous basis.
6. Prepares foundation proposals and reports for programs at St. Gabriel Mercy Center engaging Program Coordinators.
7. Plans and executes a major fund raising event, at least once a year.
8. Maintains appropriate professional affiliations that will give up-to-date information of current fund raising practices and procedures being used in not-for-profit organizations.

Reporting:

1. Communicates effectively with Executive Director, Board of Directors, and staff, regarding future plans for fund raising and grant applications.
2. Prepares regular reports for the Board of Directors regarding funds raised, as well as plans and programs to be carried out.
3. Prepares and implements a financial strategic plan to achieve goals.
4. Prepares an Annual Report for the Board of Directors and the public.

Miscellaneous

1. Performs other duties, as directed by the Executive Director or the Assistant Director.

EDUCATION AND JOB SKILLS:

Associate's Degree in business, accounting, or related field
and/or

Acceptable/comparable experience in the above fields.

Knowledge about each program at the Center.

JOB SKILLS:

- Good relational skills.
- Good listening skills.
- Good organizational skills.
- Good computer skills.
- Respect for the dignity of each person.
- Ability to maintain confidentiality.
- Ability to multi-task.

Salary: Please inquire about the salary before applying.

Reports to Executive Director