



**Operations Manager
Open and Affirming Coalition
United Church of Christ
Cleveland, OH**

Job description

The Open and Affirming (ONA) Coalition's Operations Manager reports directly to the Executive Director and works in collaboration with Coalition staff and Leadership Team. This is a full-time position based in Cleveland, OH.

About the Coalition

The ONA Coalition is a 501(c)3 non-profit with offices in downtown Cleveland affiliated with the United Church of Christ, a Protestant denomination of more than 4,000 churches with 800,000 members. It advocates for the full inclusion in the church of lesbian, gay, bisexual and transgender persons, and persons of any gender identity, and organizes churches to defend the human rights of LGBTQ+ persons.

The Operations Manager

1. Maintains the Coalition's database on Network for Good, including operations connected with certification of new ONA churches, fundraising, mapping and event scheduling.
2. Responds to email, voicemail and print correspondence; responds to inquiries from churches, prepares, prints and mails ONA certificates.
3. Prepares and mails letters, including thank-you letters and year-end charitable contribution statements.
4. Purchases office supplies, and resources for sale.
5. Maintains board minutes and other official records. Conducts background checks for board members, staff and volunteers.
6. Maintains office files.
7. Assists the Coalition's Executive Director and Leadership Team in logistics for the National ONA Gathering and the UCC's biennial General Synod.
8. Represents the Coalition at meetings and events as directed by the Executive Director.
9. Provides logistical support for webinars, and maintains the Coalition's registration system for webinars and other events.
10. Continues to develop skills and utilize new tools for Zoom, Network for Good, and other platforms.
11. Assists the Coalition's Financial Director in the development of the Coalition's annual budget and budgets for National ONA Gathering and other events.
12. Carries out other duties as assigned.

Qualifications

1. Experience in developing and maintaining databases and systems for online registration and fundraising campaigns, along with technical experience in interfacing database, registration, payment and communication systems. Experience in Network for Good functions would be an advantage.
2. Strong writing and communication skills, and the ability to work with diverse constituencies in the UCC, including diverse racial and ethnic communities, and progressive and conservative churches.
3. Commitment to intersectional work with communities of color and other historically-underrepresented groups in the church.
4. Ability to work independently and organize multiple projects.
5. Ability to use social media, including Facebook, Twitter and Instagram, and opt-in email platforms.
6. Ability to travel two to three times per year.
7. Strong office and computer skills.

Application Details

Deadline is October 1, 2021.

Résumé with a cover letter should be emailed as attachments to the Coalition at ed@openandaffirming.org. Questions may also be directed to that address.