

Position Description

Title: Office Manager
Comboni Mission Center
La Grange Park, IL

Responsibilities include, but are not limited to:

1. Office Operations:

- a. Support the Director in the responsibility of coordinating office activities and programs.
- b. Provide secretarial work and general office support for the Director and community, as requested.
- c. Enter donations and other data records, and producing monthly reports, or as requested.
- d. Produce thank you letters for our donors and the Director adds some personal note to it.
- e. File and maintain office records and documents.
- f. Manage phone calls and direct inquiries to the appropriate persons.
- g. Maintaining the software and caring for the computers.
- h. Assist with the coordination of the annual Mission Appeals and mission evenings.

2. Communications:

- a. Assure that the Director and the local Comboni Missionary community are kept fully informed on all important aspects of the office operations.
- b. Establish sound working relationships and cooperative arrangements with the community, the volunteers and the groups involved in the missionary work of the Church.
- c. Maintain and enhance relationships with volunteers, and promote their active and broad participation in activities of the Center.
- d. Maintain a climate that attracts and motivates qualified volunteers.
- e. Maintain open communication with other Comboni Mission Centers in the North American Province.

3. Special Events

- a. Dinner Dance: working with the Comboni Missionary community and the Event Committee, coordinate the planning and carrying out of the annual event in October/November. Prepare Ad book for Dinner Dance and mail raffles. Will involve some evening and weekend hours.
- b. Comboni Fest: coordinate with volunteers on the planning of this late summer event, ensuring that all civil regulations (licenses, signage, etc.) are adhered to.
- c. Coordinate with Mission Director on special Anniversary masses and mission evenings. Inform donors for participation (through email, mail or parish bulletin).

4. Budget and Finance:

- a. Oversee the purchase of office supplies for all operations, and the proper maintenance of equipment.
- b. Accept the responsibility of maintaining comprehensive financial records and the oversight of all office expenses.
- c. Manage the accounts as requested.
- d. Pay invoices, manage payroll, reconcile accounts and generate reports as requested.
- e. Work with the Director in preparing an annual budget and in developing and maintaining sound financial practices for the center's mission.

5. Donor Development

- Develop and execute CMC annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the implementation of QuickBooks and oversee staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with major donors
- Identify local business people and business owners in the neighborhood
- Connect donors with potentials to support the Comboni Mission with the priests.
- Research the feasibility of Mission Trips for donors who are interested.
- Establish a stronger relationship with local parishes and its parishioners

6. Public Relations

- Send out press releases and calendar notifications to local papers, radio stations and online websites.
- Pitch newspapers stories about our priests and visiting priests and missions.

7. Requirements and Qualifications:

- a. Excellent verbal and written communication skills.
- b. Excellent interpersonal skills in dealing with the public.
- c. Minimum education: Bachelor's degree in business or related fields.
- d. Experienced preferred: five years of experience in business or the equivalent combination of formal education and related work experience.
- e. Skills required: knowledge of development and accounting practices, knowledge of Microsoft Word, Power Point, Excel, Quark/In-Design, Photoshop and QuickBooks.
- f. Other requirements: Pleasant, welcoming and sociable attitude. Understanding and support of the Mission of the Comboni Mission Center. Excellent organizational and time management skills.

Employee's Signature Date

Director's Signature Date

Note - The employee's and Director's signatures do not constitute a contract of employment but rather serve to acknowledge that the expectations and responsibilities of the job description were discussed with the employee.