



## Diocese of Salt Lake City Job Description

**Job Title:** Office Manager

**Date Revised:** 02/23/2018

**Department:** Catholic Foundation of Utah

**FSLA Status:** Non-exempt

**Supervisor:** Executive Director

**Work Days:** Monday – Friday

**Hours/Day:** 7.5

### **Summary:**

To assist and support the Executive Director and Board of Trustees of the Catholic Foundation of Utah.

### **Responsibilities:**

- Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.

#### **Secretarial Assistance, Office Management and Support**

- Proficiency in English writing skills and grammar.
- Secretarial assistance as needed.
- Manage office operations and provide systems documentation, templates, printing and updates to ensure efficient and collaborative workflow.
- Execute daily office maintenance including internal and external communication flows and responses, calendars and scheduling, research and filing systems, word processing, data entry, requests for payment, copy/fax, courier and errands.
- Maintain material inventories and office supplies.

#### **Meeting and Event Preparation, Support and Follow-Up**

- Prepare and follow advance mailings and invitations.
- Track RSVP's and attendance.
- Prepare meeting/event materials including agendas/programs, minutes and document copies.
- Attend to physical arrangements for room and/or facility reservations, meeting/event set-up and clean up, audio/visual coordination, catering/refreshments and entertainment.

- Attend and document all meetings/events and provide minutes/detailed notes concerning the meeting/event content and outcomes.
- Prepare and execute action acknowledgments and follow-up mailings.

### **Promotional and Resource Materials Support**

- Assist with the design and production of all promotional and resource materials for the Catholic Foundation of Utah including planning, timelines, proofing, printing, tracking, storage, usage and inventory management.

### **Fundraising Campaign Support**

- Conduct prospect research, gift entry, general gift acknowledgment, volunteer coordination, internal printing, mailing coordination, report mailings, and materials for campaigns and gift initiatives administered through the Foundation Office.

### **Budget Maintenance**

- Monitor annual budgets for the Foundation Office including budget tracking, requests for payment and processing of gift deposits.

### **Marketing and Public Relations**

- Manages contact with print, electronic and webs
- Other responsibilities as assigned by the Executive Director.

### **Required Education and Skills:**

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures.
- Skilled in office organization and administration.
- Proficiency in oral and written communication.
- English language, grammar, and writing skills required.
- Skilled at listening and considering issues, options and alternatives and facilitating problem analysis and resolution.
- Knowledge of acceptable office standards for correspondence and filing.
- Willingness to learn fundamentals of charitable giving processes.
- Minimum of five years office management experience preferred.
- Experience with advanced word and data processing techniques preferred including data sorting, indexing and selection, print merging and report preparation.
- Experience preferred with Microsoft Windows 2010 and Microsoft Office
- Ability to maintain confidentiality.
- A practicing Catholic who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives* ).

