



**Job Title:** Administrative & Operations Associate

**Job Type:** Full-time, exempt (could be part-time with focus in particular areas)

**Reports to:** President and CEO

**Purpose:**

At the Kansas Methodist Foundation (KMF), we empower churches, individuals, and organizations to activate their treasures for lasting good. We guide them to embrace an abundance mindset, refine their vision for ministry/mission, and put financial tools in place to make their vision a reality. We also work to help people of faith leave a lasting legacy to transform lives for generations to come with the resources that they have been entrusted.

The Kansas Methodist Foundation seeks an Administrative & Operations Associate to support the total operation of KMF in fulfillment of its ministry and mission. The areas of focus for the Administrative & Operations Associate are administrative and accounting support, as well as communications and marketing. The KMF team is small and each person adds value in multiple areas.

We seek a team player who is committed to making an impactful difference in the church and the world, and has a passion for administrative and operational support.

**General Duties:**

**Administrative Support**

- Cover Office: answering, receiving, and directing all phone calls and office traffic with hospitality and grace. Maintain a professional and welcoming presence in the office.
- Manage incoming and outgoing mail.
- Prepare materials for development packets, presentations, and mailings.
- Enter, update, and maintain client and prospect databases in support of growing relationships.
- Works with the President and CEO to assist with various tasks, such as preparation for Board and Project Team meetings, schedule appointments and travel arrangements, and prepare correspondence.
- Coordinate events for the Foundation including securing venues, managing vendors, and tracking RSVPs.
- Coordinate follow-up with event attendees and initiate internal and/or external evaluation of each event.
- Create and manage grant and scholarship programs (registration, application receipt, distribution of funds) facilitated by the Foundation directly, or in partnership with additional scholarships under KMF administration.
- Other duties as assigned.

### **Accounting Support**

- Make deposits of new contributions to the Foundation and corresponding filings into systems.
- Create weekly payment vouchers for distribution of funds to income or charitable beneficiaries for processing with the team.
- Create and send letters and emails, communicating appreciation or distribution of funds for ministry.
- Learn basics of the sub-accounting systems to provide checks and balanced for total financial and accounting system.

### **Communications & Marketing**

- Prepare and update written and video content for the website, newsletters, brochures, annual report, flyers, and other publications or media used in fulfillment of the purpose of KMF.
- Use customer relationship management system to promote services and programs with for current and prospective relationships (individuals, churches, and institutions).
- Develop and implement a digital media strategy, including social media and email.
- Research, conduct interviews, coordinate photo and video shoots, and create stories about Foundation donors, grantees, and programs for use in multiple mediums.

### **Necessary Skills:**

- High degree of dependability and attention to detail
- Ability to maintain confidentiality regarding clients and donors
- Exhibit a positive, helpful attitude of teamwork, yet able to work independently
- Creator of high-quality written content
- Strong verbal communication skills
- Must be proficient in Microsoft Office Suite. Experience with Adobe Creative Suite, as well as with online marketing services (like MailChimp) and web design is a plus.
- Ability to establish and maintain relationships with donors, board members, stakeholders, staff members, and peers in the field

### **Qualifications:**

- Bachelor's degree in business administration, communications, nonprofit management or related field.
- Commitment to help churches and church-related organizations grow resources for financial wellness and impactful ministry, while also being committed to grow generosity of people of faith in their personal lives.

**Salary/Benefits:** Compensation will be commensurate with experience, with an anticipated starting exempt salary of between \$40,000 and \$45,000 per year. Kansas Methodist Foundation offers a single-person health insurance, paid-time off, paid holidays, long-term disability, a life-insurance policy, and a 7% retirement plan.

**How to apply:** Please submit a cover letter and resume to Dustin Petz, President & CEO, at [dustin@kansasmethodistfoundation.org](mailto:dustin@kansasmethodistfoundation.org). Applications will be reviewed until the position is filled.