

CBMM IS HIRING!

POSITION TITLE: OPERATIONS MANAGER

REPORTS TO: PRESIDENT OF THE BOARD

**POSITION SUPERVISES: ACCOUNTANT &
CONTRACTED ADMINISTRATOR FOR CCDM**



ABOUT CBMM

The Conference of Baptist Ministers in Massachusetts (CBMM) has been serving the American Baptist clergy since 1829. We are a unique chapter of the ABCUSA Ministers Council. CBMM pre-existed the National Ministers Council and later joined that entity. We are committed to the well-being of the clergy in their ministerial journey by caring, supporting, encouraging and celebrating one another as demonstrated by Jesus Christ. Through relevant programs and grants in collaboration with our partner organizations, we inspire excellence in ministry, and strive toward thinking together and engaging the emerging realities.

POSITION OVERVIEW

The Conference of Baptist Ministers in Massachusetts is seeking an energetic, diligent, self-motivated team player to join its staff as Operations Manager. This position offers the opportunity to participate in a broad range of tasks and as the primary liaison between the membership of the Conference and its Board of Directors. The Operations Manager will play a hands-on role in Conference's administration working in close partnership with the President, Treasurer, and Clerk of the CBMM as well as the Executive Director and Staff of the Center for Career Development and Ministry to carry out and manage the operational and programmatic functions of the Conference.

RESPONSIBILITIES

Programing & Mission

- Develop working knowledge of the history and tradition of the Conference.
- Assist the President in examining, developing, implementing, documenting and communicating the goals, priorities and values of the Conference.
- Serve as a liaison between the Conference Board and its members, responding to inquiries as needed.
- Prepare and present written proposal summaries, analyses and recommendations for the executive committee and the Board.
- Work with the Board Communications team to implement communications strategy.

Administration & Finance

- Ensure the maintenance of appropriate financial records and preparation of required financial reports.
- Work with the Treasurer and Accountant to reconcile Conference expenditures between internal QuickBooks accounting software and bank statements.
- Maintain up-to-date versions of important/corporate documents as required by law (for example, board meeting minutes, Conference bylaws) and communicate with President to ensure annual review of such documents and processes.

Other

- Manage and support Conference events and program activities (i.e., board meetings, educational sessions, receptions, etc.) as requested by President.
- Assist with special projects managed by the President.

DESIRED SKILLS & QUALIFICATIONS

- Excellent verbal and written communication skills
- Strong customer-service orientation
- Professional composure under ever-evolving circumstances
- Professional facility with social media [not merely recreational use], and knowledge of posting to Facebook, LinkedIn, YouTube, and MailChimp in service of a professional “brand”
- Knowledge of Quickbooks, electronic banking interfaces, and general bookkeeping skills
- Superior attention to detail and excellent organizational, time-management and project management skills with the ability to prioritize, multi-task and work independently as well as collaboratively as a member of a team
- Strong judgment, analytic reasoning, critical-thinking and problem-solving skills
- Impeccable, integrity and trustworthiness, with an ability to handle sensitive information effectively and confidentially
- Professional and emotional maturity that demonstrates warmth, dependability, responsiveness, flexibility, knowledge, and a good sense of humor
- Demonstrated skills in taking initiative and leadership
- Ability to work well with diverse colleagues with varied personalities and work styles
- Flexibility in approach and willingness to adapt when necessary
- Education: Post-high-school, business or professional training (minimum)
- Minimum of 3 years of proven administrative experience
- Familiarity with ABCUSA and CBMM

THE ABOVE DESCRIPTION SHOULD NOT BE CONSTRUED TO CONTAIN EVERY FUNCTION OR RESPONSIBILITY THAT MAY BE REQUIRED TO BE PERFORMED IN THIS JOB; OTHERS MAY BE ASSIGNED.

COMPENSATION

This new position is conceived of as a 1/4th to 1/6th time position [roughly 40 hours a month]. The total compensation for the position is \$20,000 a year. This amount is nonnegotiable. For clergy, this may be divided however seems best between salary, housing, MMBB contribution, or insurance offset.

Interested in applying?

Interested candidates should send a resume and thoughtful cover letter in a single PDF describing your specific qualifications and interest in the position to president@conferenceofbaptistministers.com by August 22nd.

**APPLICATIONS LACKING A COVER LETTER WILL NOT BE REVIEWED.
APPLICATIONS WILL BE REVIEWED AS THEY ARE RECEIVED.
APPLICANTS WHO BEST MATCH THE POSITION NEEDS WILL BE CONTACTED.**

