

Job Title: **Director of Mission Operations**
Reports To: Chaplain and Director of the Sheil Catholic Center
Supervisory: Yes
Employment Class: Part-Time (24 hours per week), Non-Benefit Eligible

Introduction

Sheil Catholic Center at Northwestern University serves the students, faculty and staff of Northwestern University, in both Evanston and Chicago, as well as those who support us in our mission (associates). Sheil engages about 1,000 students throughout the course of an academic year. Our engagement of students happens through authentic and inclusive personal accompaniment, vibrant worship, transformative learning, and opportunities for prophetic justice through service to the wider community and Church.

Position Summary

The Director of Mission Operations serves as Sheil's chief financial officer, bookkeeper, and accountant. In addition, the Operations Manager ensures that our resourcing of stewardship is rooted in achieving our mission as a Newman Center on the campus of Northwestern University. The Director also oversees vendor relations, human resources and infrastructure as well as collaborates on facets of mission advancement especially related to development. The Director, ideally, is a practicing Catholic who believes in the mission of a campus ministry center.

Essential Duties and Responsibilities

Financial Operations

- Manage the annual operating budget process in coordination with the Archdiocese of Chicago Department of Parish Vitality and Mission Financial Planning Analyst.
- Manage the internal budgeting process for all Sheil Team members.
- Maintain the consolidated general ledger of the Sheil Catholic Center leveraging the full functionality available within QuickBooks.
- Prepare monthly budget reports for each Sheil Team member.
- Supervise budget to actual to assure there are no large discrepancies and to monitor spending.
- Manage all accounting related functions, including but not limited to, payables, receivables, and bank account reconciliations.
- Establish procedures for the collection, counting, and recording of Sunday and Holy Day collections consistent with the best practices of the Archdiocese of Chicago.



Sheil Catholic Center
at Northwestern University

- Record Sunday collections, weekly collections, donations and on-line giving into database for acknowledgement letters on a weekly basis with volunteer support.
- Issue checks for all accounts payable, reviewing all invoices prior to payment for reasonableness and accuracy and indicating approval for payment.
- Serves as main point of contact to the banks, reconciles accounts, and identifies and resolves any discrepancies.
- Confirm that all federal, state and local tax filings are prepared and paid in accordance with federal, state, and local regulations.

Human Resources

- Complete payroll preparation ensuring that all federal, state, and local taxes are paid in accordance with applicable regulations.
- Implement Archdiocesan Human Resources policies.
- Serve as onsite coordinator for Safe Environment.
- Track vacation, sick and personal days for all employees as required by Archdiocesan policies and procedures.

Facilities, Vendors and Contracted Services

- Serve as point of contact for all contracted services, including but not limited to, housekeeping, facilities, information technology, and infrastructure.
- Manage all vendors including vetting contractors, obtaining bids, and overseeing project completion.
- Oversee purchasing and ongoing maintenance of equipment and supplies, ensuring quality is consistent with cost and services.
- Ensure that major repairs, renovations, and capital projects are completed in accordance with Archdiocesan policies.
- Maintain awareness of ongoing infrastructure needs to ensure the safety, security and beauty of our buildings and campus.

Mission Advancement and Development

- Work with and provides necessary data and information to the Mission Advancement Team for acknowledgements and tax letters.
- Analyze data to identify patterns of giving; makes recommendations of potential major gift prospects to the Director of Mission Advancement and Development.
- Work with the Chaplain and Director of the Sheil Catholic Center and Director of Mission Advancement and Development on writing grants and subsequent reports.

Administration and Supervision

- Report to the Chaplain and Director of the Sheil Catholic Center.
- Participate in Full Team Meetings.
- Manage the budget through the lens of mission ensuring every dollar we spend is directed towards our mission.



- Engage in good communication across all levels of the mission and Team.
- Comfortable with learning necessary technologies used for ministry.
- Maintain good relationships with the Archdiocese of Chicago and Northwestern University.

Qualifications

- Bachelor's degree in appropriate field and/or related experience.
- 5-10 years of financial management experience.
- Passion for serving and accompanying University students.
- Practicing Catholic demonstrating a high level of professional and ethical conduct.
- Knowledge of and commitment to the mission of the Sheil Catholic Center.
- Collaborative work ethic and concern for diversity, equity, and inclusion.
- Welcome and applies feedback to improve performance.
- Able to achieve goals and meet deadlines.
- Experience in human resources.
- Experience in budget management.
- Experience in supervising professional team and volunteers.