



Office and Operations Manager and Assistant to the National Director

Reports to: National Director & Chief Operational Officer (COO)

Salary Grade: TBD

Location: New York, NY

Date Created: June 2025

FLSA: Exempt

Position Summary

The Office and Operations Manager and Assistant to the National Director provides high-level administrative and writing support to the National Director, with additional responsibilities supporting the Chief Operating Officer and New York office operations. This role plays a critical part in handling day-to-day administrative functions, coordinating schedules, preparing Board of Director materials and agendas, and managing multiple cross-functional projects. The position requires strong writing skills as well as the ability to manage confidential information with discretion. This is a fast-paced role that demands exceptional organizational skills, flexibility, and sound judgment in a dynamic, mission-driven environment. The person will serve in the New York City office on-site five days a week.

Duties and Responsibilities

1. Writing

- Assists the National Director with drafting, editing, and proofreading letters, reports, proposals, and presentations.
- Develops content for internal communications and donor updates.
- Drafts thank you letters, donor acknowledgments, and other stewardship communications.
- Reviews and edits communications for clarity, grammar, and formatting.

2. Executive & Administrative Support

- Serves as the main point of contact for administrative tasks and front desk responsibilities at the NY office.
- Manages incoming communications from staff and associates on behalf of the National Director.
- Receives and addresses incoming correspondence and confidential documents.
- Creates and submits expense reports.

- Coordinates business travel, including arrangements for conferences, board meetings, and site visits.

3. Board & Meeting Support

- Prepares agendas, presentations, and materials for Board of Director meetings
- Manages ongoing communications and correspondence with Board members

4. Project & Team Collaboration

- Collaborates with team members on long- and short-term projects across departments
- Participates in the planning and implementation of internal events, donor engagement activities, and organizational initiatives
- Completes miscellaneous administrative tasks as assigned
- Collaborates in the planning and execution of National Meetings

5. Financial & Donor Processing

- Processes gifts and uploads NY gift deposit sheets into Virtuous CRM
- Verifies deposits with the appropriate supervisor and ensures accurate record-keeping
- Provides support in depositing checks and handling financial documentation
- Manages relationships with vendors and ensures invoices are reviewed and approved promptly

6. Office Operations & Budget Oversight

- Monitors and maintains office supplies inventory
- Conducts regular administrative budget reviews and report variances
- Ensures smooth day-to-day office operations and troubleshoots logistical issues as needed

Education, Experience and Qualifications

- Be a practicing Catholic in good standing with the Catholic Church.
- Have a desire to support the mission of the Church to proclaim the Gospel to all creatures as well as a solid understanding of the teachings and structure of the Catholic Church
- Be a college graduate.
- Be organized, a problem-solver, self-motivated, dependable, flexible, friendly, have a strong attention to detail, high work standards and desire for continuous improvement.
- Possess excellent verbal and written communication skills.
- Be professional, polished and courteous.
- Be proficient in MS Office applications.
- Desire continuous improvement.
- Preferably have some experience in serving Catholic causes or non-profits.
- Be a notary or open to getting certification as a notary.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, printers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, sit, walk, use hands to finger, handle or feel; and reach with hands and arms.

EEOC Statement

The Pontifical Mission Societies (“TPMS”) is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. TPMS strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, marital status, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All TPMS employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

TPMS complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Florida Civil Rights Act of 1992, and all applicable state or local law. Consistent with those requirements, TPMS will accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create undue hardship.

As a Catholic organization recognized by the United States Conference of Catholic Bishops, TPMS reserves the right under Federal law (42 U.S.C.A §2000e-2(e)) and Florida law (Fla. Stat. §760.10(10)) to hire those of the Catholic faith for positions where practice and knowledge of the Catholic faith, its tenets, and beliefs, are necessary for the work required. Further, TPMS retains the ability to hire employees whose lifestyle upholds the teachings of the Roman Catholic Church.