



**Job Title:** Operations Manager

**Managing Organization:** Restorative Actions

**Hiring Organization:** Presbyterian Foundation

**Reports To:** Lead Trustees of Restorative Actions

**Employment Status:** Full-time 40 hours / week (exempt)

### **Summary**

Restorative Actions is an economic equity initiative born from the intersection of theology, justice, and economics. It allows U.S. Americans who benefit from institutional racism, to provide credible witness for justice by surrendering ill-gotten gains toward the establishment of just relationships with our Afro-American & Indigenous communities. An ideal candidate will be self-motivated, a problem solver, can operate independently, and take direction from multiple leads; they will have the ability to develop and maintain an environment of trust and inclusion across the team; they will be an advocate of financial reparations for Afro-American and Indigenous people.

Restorative Actions is partnering with the Presbyterian Foundation and New Covenant Trust Company in administering this position. The Restorative Actions initiative will provide guidance and expectations on job responsibilities and the Presbyterian Foundation will administer the employment contract, benefits, and IT support. To learn more about Restorative Actions go to: <https://restorativeactions.org/>.

### **Daily and Monthly Responsibilities**

- Be the point of contact and provide administrative support for trustees from the Afro-American Trusts and the Indigenous Trusts
- Engage and work with investment management company on administrative actions
- Develop, implement, maintain internal and external communication plan
- Develop, implement, and maintain reporting
- Maintain organization website
- Prepare research as requested by trustees, investment management company, and those interested in surrender
- Answer and direct all incoming communication
- Take direction from multiple leads

- Coordinate and oversee work of volunteers

### **Required Skills and Qualifications**

- 3-5 years' of demonstrated experience leading in an Afro-American or Indigenous setting
- 3+ years' proven experience in an office administrative role
- Strong written and verbal communication skills
- Strong organizational skills and ability to multitask
- General computer skills; proficiency in Google Suite (Drive, Docs, Sheets, Slides); proficiency in WordPress (or similar software systems)
- Aptitude and willingness to learn new applications

### **Preferred Skills and Qualifications**

- Proficiency in Constant Contact or similar customer database system

### **Working Environment**

- Requires ability to work remote, with the exception of some in-person meetings local to your area when available (technology and IT support will be provided)
- Requires availability during traditional business hours with some evenings and weekends
- Requires ability and willingness to be on camera for video conference calls a large part of the day
- Requires limited travel, 1-3 times a year

### **Compensation Package**

- Salary range \$65,000 - \$75,000 annually
- Full medical including family coverage through the BOP
- Dental
- Vision
- Death and Disability
- Pension
- EAP services
- Access to 403 (b) with employer contribution based on salary
- 22 days of paid vacation
- 10 days of continuing education
- 12 paid holidays
- Paid sick leave

To apply for this position, send your resume to: [troy.marables@presbyterianfoundation.org](mailto:troy.marables@presbyterianfoundation.org).