

# LUMEN CHRISTI INSTITUTE

Title: Office Manager  
Reports to: Michael Le Chevallier, Acting Executive Director  
Start Date: January 2022  
Status: Full-Time (Exempt), Benefits Eligible

## Organization Profile

Founded in 1997 by Catholic scholars at the University of Chicago, the Lumen Christi Institute engages the university and the nation with the Catholic intellectual and spiritual traditions through various lectures, symposia, conferences, summer seminars, and non-credit courses. Now in its twenty-fourth year of operation, the Lumen Christi Institute continues to work toward leavening American higher education with future leaders better educated and formed in Catholic faith and thought.

## Position Summary

The Office Manager must reflect the mission and values of the Lumen Christi Institute and adhere to the institute's policies, guidelines, and procedures. The Office Manager serves as an integral part of the Lumen Christi Institute's success through management of the office and building, support of the executive director, and assistance with events.

## Position Responsibilities

The Office Manager is a support staff position responsible for overseeing the general operating activities that lead to a well-functioning office. Responsibilities include:

- **MANAGE OFFICE & BUILDING**
  - Processes donations, including recording gifts, depositing checks, preparing and mailing acknowledgments
  - Maintains database, including updating constituent information, adding new constituents, etc.
  - Manages general operating activities of the office, including supply ordering, office maintenance, scheduling staff meetings, utility and equipment oversight
  - Manages property maintenance, including soliciting bids and overseeing work on landscaping, building repairs, upkeep and renovations, and furniture acquisition
  - Oversees mailings sent from office
  - Manages billing and invoices
  - Assists in financial record keeping and reporting for major grants
  - Assists in various HR functions, maintaining employee files, creating/maintaining position descriptions, facilitating payroll
  - Answers phones and receives visitors to Gavin House
  - Manages student employees, hires, trains, and supervises student workers to assist in office functions such as appeal mailings, etc.
  
- **SUPPORT OF EXECUTIVE DIRECTOR**
  - Organizes travel and appointments
  - Assists with correspondence and receiving visitors
  - Coordinates and schedules all board meetings and board committee meetings, records minutes, and maintains board records
  
- **EVENT SUPPORT**
  - Assists with the planning and execution of events and with related hospitality (including event set up and clean up)
  - Assists with venue booking, catering arrangements, and RSVP management for cultural forum programs

## **Position Requirements**

### **Required**

- Bachelor's Degree (Associate degree considered with commensurate supplemental experience)
- 3-5 years office management experience
- Excellent time-management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skill
- Strong organizational and planning skills
- Adept at using Microsoft Office

### **Preferred**

- Experience working with a religiously based organization or in higher education
- Experience in a small non-profit organization or office
- Experience working with databases, especially Raiser's Edge and project management software.

### **To be successful at the Lumen Christi Institute you will also:**

- Have a passion for our mission
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic, take initiative, and require minimal direction
- Work well independently as well as part of a team

### **Compensation**

- Lumen Christi Institute offers a competitive salary with benefits, including medical, dental, vision, and short and long-term disability insurance, and a 403b plan.

### **Application Procedure**

Please send a cover letter and resume by email, with "Office Manager" in the subject line to [jobs@lumenchristi.org](mailto:jobs@lumenchristi.org).