



## Episcopal Diocese of Massachusetts

138 Tremont Street Boston, Massachusetts 02111 • 617-482-5800 • [www.diomass.org](http://www.diomass.org)

### **Cathedral Operations Manager (Full-Time Benefits Eligible)**

**Summary:** Reporting to the CFO, the Cathedral Operations Manager will have responsibilities in supporting the operations of the Episcopal Diocese of Massachusetts and the Cathedral Church of St. Paul. This position will handle various day-to-day operational functions for the Diocese and Cathedral. The ideal candidate would have a strong attention to detail, value internal customer service, and bring their gifts in this area to this position.

#### **About the Episcopal Diocese of Massachusetts:**

The Episcopal Diocese of Massachusetts comprises 170 congregations throughout eastern Massachusetts who seek to be Christ's presence in the world as we answer God's urgent call together. We work to build communities where all people find fairness, compassion, and the freedom to live fully. Located on Boston Common in Downtown Crossing, the diocesan offices and cathedral church are the hub for the vibrant community of The Episcopal Church in eastern Massachusetts. In our congregations we pray and grow in faith and hope, advocate for justice and mercy, and serve our neighbors. We serve as a grantor and administrator of multiple direct service and on the ground programs. We seek people of good will from many occupations to join our committed, talented staff.

#### **Position Description:**

Responsible for the management of the IT vendor relationship, projects to improve technology use and adaptation, internal staff communications, and space use management for our building.

#### *Diocese – Project and Space Management (50%)*

- Serve as the liaison between the Diocese's IT managed services vendor and staff at 138 Tremont Street, Boston.
- Manage Microsoft 365 access, Diocese and Cathedral Staff Hub M365 portals, Zoom accounts, virtual conference room setups, and other aspects of IT performance as necessary.
- Assist Finance and HR with projects and technology as assigned.
- Manage all space use functions and priorities in the diocesan offices on the 4<sup>th</sup> and 5<sup>th</sup> floors of the 138 Tremont Street office complex, including facilities upkeep, conference room usage, furniture and technology needs, and other considerations.
- Support the Chief Financial Officer with annual budgeting and reporting processes.

#### *Diocese – Staff Communications (30%)*

- Assist Administrator for Events with event logistics.
- Meet weekly with the Bishop, Assistant Bishop, Canon to the Ordinary, and Chief Financial Officer to establish staff-wide priorities.
- Send out all-staff communications with updates, advisories, and notes as needed.

### *Cathedral – Space Management (15%)*

- Meet at least weekly with the Facilities Manager. Provide assistance with the facilities manager's oversight of sextons as needed.
- Update and maintain the Cathedral's Emergency Response Plan and oversee training of facilities staff and other Cathedral staff on a routine basis.
- Update and maintain lease agreements with long-term office tenants.
- Manage space use requests from short-term space renters, draft rental agreements, and communicate setup and needs to Facilities Manager.

### *Cathedral – Staff Support (5%)*

- Attend twice-monthly Cathedral staff meetings and serve as liaison between Cathedral and diocesan staff.
- Support the chairperson and treasurer of Chapter as staff liaison to annual budgeting process and mid-year budget adjustment process.

### **Required Qualifications:**

- Strong organizational skills
- Meticulous, organized, deadline focused and driven, and able to multitask
- Initiative-taking person with the ability to work independently
- Excellent ability to calculate, reason, analyze, and communicate financial, operational, and technical information, both verbally and in writing
- Able to identify and follow up on situations different from standard processes
- Interpersonal skills with a customer service focus
- Ability to work collaboratively with all levels of staff, volunteers, and parish personnel

### **Education/Knowledge/Experience:**

Five years of experience in project management and non-profit administration, and/or training; or equivalent combination of education and experience. Proven track-record of excellent teamwork and organization.

### **Required Skills and Abilities:**

- Excellent verbal and written communication skills.
- Demonstrated ability to work as a team in support of shared purpose.
- Takes joy in organization and helping others plan.
- Proficient with all applications in the Microsoft Office 365 Suite.
- Proficient in basic bookkeeping and use of financial spreadsheets.
- Professional telephone manners and organization ability

### **Work Environment:**

We are committed to celebrating belonging, equity, inclusion and diversity among employees and visitors. Candidates must be able to affirm these commitments. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. We are an equal opportunity and affirmative action employer.

The office facility is also used for diocesan mission and outreach programs. The employee understands that non-employees may also share the facility, representing a wide range of economic and social integration.

**Benefits:**

The Diocese offers a generous benefit package including employer-paid health insurance, fifteen (15) paid holidays to full-time staff, 4 weeks' vacation, and a 10% contribution to retirement.

**Applications:**

Please apply by sending cover letter and resume to [hr@diomass.org](mailto:hr@diomass.org)

*The Episcopal Diocese of Massachusetts is an Equal Opportunity Employer.*