

**Bradley Study Center**  
**Operations and Communications Manager**

May 20, 2024

The Bradley Study Center's *Operations and Communications Manager* coordinates the day-to-day administrative operations and communications of the nonprofit organization. The ideal candidate will be a hardworking professional able to undertake a variety of office and program support tasks. This person will be comfortable working independently, with a high degree of attention to detail and discretion. The incumbent reports directly to the Executive Director and is a key member of the study center team.

The position will be full-time, salaried position, although a part-time option may be possible. Estimated full-time salary is \$40,000 plus benefits.

**Key Responsibilities:**

- Administration (15%)
  - Organize office administration in ways that optimize procedures
  - Create and update records ensuring accuracy and validity of information
  - Monitor and maintain level of office supplies
  - Work with the bookkeeper to ensure accurate financial transactions and reports
  - Work with the Executive Director (ED) to develop and maintain policies for the organization
  - Administer the BSC library patron system
- Fundraising Support (5%)
  - Manage incoming donations using donor management software
  - Prepare thank you notes and other fundraising communications
  - Assist the ED in developing an annual fundraising plan
- Events (10%)
  - Make travel arrangements, track event budgets, advertising and promotion, and writing speaker contracts for events
  - Help execute public events successfully, including working with venues, vendors, and volunteers
- Facilities and Hospitality (30%)
  - Be present in the study center building for scheduled work hours, representing the work of the study center to college students and other visitors
  - Coordinate building reservations and maintain building calendar
  - Oversee general atmosphere of the study space through décor, cleanliness, music, lighting, etc.
  - Plan schedule of hosts (staff and volunteers) to monitor building each semester
  - Oversee the building maintenance, including housekeeping, supplies, landscaping, scheduling maintenance and repairs
  - Ensure that the Fellows program meals and short course snacks are arranged on a weekly basis
  - Lead the study center's efforts to create a welcoming and hospitable space for students, faculty, and community members, as well as a hub for campus ministries
  - Train volunteers to help foster a culture of hospitality among all volunteers and constituents

- Support and oversee student internship as needed, directing their help with hospitality and event-related tasks
- Volunteer and Community Engagement (15%)
  - Plan and facilitate quarterly casserole drives for Fellows program, communicating and engaging with volunteers quarterly
  - Recruit, support, manage, track, and acknowledge volunteers working in the building and participating in program support (building hosts, finals hospitality, etc.)
- Communications (25%, Not applicable for part-time role)
  - Work with the ED to develop communications to donors, partners, and constituents; draft correspondence and email marketing communications
  - Assist with basic graphic design for marketing and promotions
  - Develop and execute a comprehensive communications strategy for constituents and partners, including email, social media, and website
  - Maintain website, working with site developer as needed
  - Support event planning

(In the event this position is hired as a less than full-time position, the communications responsibilities would be eliminated from the position)

#### **Requirements:**

- Vital Christian faith and ability to work with and foster relationships among members of the Christian community in Blacksburg and beyond
- Experience as an office assistant, virtual assistant or in another relevant administrative role (preferred)
- Familiarity with software systems preferred (MS Office, QuickBooks, Bloomerang, Mailchimp)
- Working knowledge of office equipment
- Understanding of project management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- The ability to carry small items up and down stairs, and assist in setting up tables, chairs, etc.
- Work in the Blacksburg office for most hours

This position is open until filled, and applications will be reviewed immediately. The position is local (must be present in Blacksburg, VA, most workdays). The start date is preferably by July 1, 2024, with flexibility. Interested persons should send a resume and list of three professional references to the Executive Director, Mike Weaver at [mike@bradleystudycenter.org](mailto:mike@bradleystudycenter.org).

#### **ABOUT THE BRADLEY STUDY CENTER**

In 2017, a group of faculty members at Virginia Tech launched a Christian study center. The Bradley Study Center (BSC) exists to “help students and faculty explore the rich intellectual traditions of the Christian faith and promote a thoughtful Christian presence in the university.” We do that through formative programs, short courses, a student Fellows program, and hosting a community study space close to the campus of Virginia Tech. We also host lectures and public conversations on a range of topics, always bringing a Christian perspective into the dialogue. The unique ministry of a Christian study center is a great way to make a gospel impact on the campus of Virginia Tech!