

**Job Title: Office Manager**

Part-time 20-30 hours per week

Please send resume and cover letter to: [deaconmark@iowacatholicradio.com](mailto:deaconmark@iowacatholicradio.com)

**Position Summary**

The Office Manager supports the mission of Iowa Catholic Radio by ensuring smooth day-to-day operations through accurate bookkeeping, organized data management, and dependable administrative support. This role is essential in helping the network effectively evangelize by maintaining strong financial processes, donor and listener data integrity, and efficient internal systems.

**Key Responsibilities**

- Bookkeeping & Financial Support
- Maintain accurate financial records, including accounts payable and receivable
- Process invoices, underwriting payments, and donor contributions
- Reconcile bank accounts and credit card statements
- Assist in tracking budgets for programming, events, and operations
- Prepare financial reports and documentation for leadership and external accounting partners
- Support compliance with nonprofit and FCC-related financial recordkeeping requirements

**Donor, Listener & Underwriting Data Management**

- Maintain and update donor databases and CRM systems (e.g., donor records, giving history, contact information)
- Track and manage underwriting accounts, contracts, and fulfillment
- Generate reports for fundraising campaigns, on-air drives, and sponsorship efforts
- Ensure accuracy and integrity of listener, donor, and business supporter data
- Assist with data segmentation for email, direct mail, and on-air campaigns
- Support pledge drive data entry, reconciliation, and reporting

### **Administrative & Office Support**

- Provide general administrative support including scheduling, correspondence, and document preparation
- Coordinate internal meetings, record notes, and track follow-up items
- Assist with on-air programming schedules and guest coordination logistics as needed
- Manage office systems, supplies, and organizational processes
- Support communication between departments

### **Event & Ministry Support**

- Assist in coordinating station events, and community outreach opportunities
- Support registration, logistics, and follow-up for events and fundraisers
- Help manage volunteer data and communication for events and pledge drives
- Ensure accurate tracking of event-related revenue and expenses

### **Qualifications**

- Associate's or Bachelor's degree in Business Administration, Accounting, Communications, or related field (or equivalent experience)
- 2+ years of experience in administrative support, bookkeeping, nonprofit operations, or data management
- Proficiency in Microsoft Office and/or Google Workspace (Excel proficiency strongly preferred)
- Experience with accounting software (e.g., QuickBooks) and CRM/donor databases
- Understanding of nonprofit fundraising or donor relations is a plus

### **Key Skills & Competencies**

- Strong attention to detail and commitment to accuracy
- Excellent organizational and time management skills
- Ability to handle confidential donor and financial information with discretion
- Clear and professional written and verbal communication
- Self-motivated with the ability to prioritize and manage multiple responsibilities
- Collaborative spirit with a heart for mission-driven work

**Preferred (Not Required)**

- Experience working in a Catholic or nonprofit organization
- Familiarity with pledge drives, donor campaigns, or underwriting in radio or media
- Basic understanding of FCC compliance as it relates to non-commercial radio underwriting

**Mission Alignment**

- Supports and upholds the mission of Iowa Catholic Radio: to connect people to Christ and His Church through media
- Demonstrates a willingness to work in a faith-based environment and contribute to a positive, mission-centered culture