



Operations & Administrative Manager

The Pace Center is seeking a highly organized, proactive, and relational Operations & Administrative Manager to help support the daily systems and rhythms that make our ministry possible.

This role is ideal for someone who enjoys creating order, keeping projects and people on track, and supporting a mission-driven team through strong administrative and operational leadership. The Operations & Administrative Manager serves as a central point of coordination for communications, financial processes, organizational calendars, property logistics, and staff support.

The Pace Center is a Christian campus ministry open to all, serving the Virginia Commonwealth University community and committed to cultivating belonging, leadership, and community among students and the broader Richmond community.

Position Details

- Full-Time, Non-Exempt
- Salary Range: \$45,000–\$50,000
- Includes health benefits and paid time off
- Reports to the Executive Director

Candidates who prefer a part-time position are also welcome to apply, we would be glad to discuss possible flexibility in hours and scope.

Primary Responsibilities

Organizational Manager & Administrative Support

- Maintain and manage organizational calendars, timelines, and recurring deadlines
- Help ensure grants, communications, reports, and projects stay on schedule
- Support the Executive Director and Director of Student Ministries through calendar coordination, file organization, meeting preparation, and task follow-up
- Assist with office systems, workflows, and organizational processes

Financial & Database Administration

- Process donations, invoices, reimbursements, and financial paperwork
- Prepare and organize records for the bookkeeper

- Maintain accurate donor and participation records in Salesforce
- Run reports and support staff with data and tracking needs
- Coordinate with contract support for advanced Salesforce work as needed

Communications Coordination

- Schedule and distribute newsletters, donor emails, and other communications
- Coordinate printing and mailing of physical communications
- Assist with website and social media scheduling support
- Help maintain consistent organizational communication rhythms

Property & Facilities Coordination

- Coordinate with vendors and contractors regarding building maintenance and repairs
- Help track ongoing maintenance needs and schedules
- Support the work of the Property Committee through communication, coordination, and follow-up
- Assist with maintaining a welcoming, organized, and functional facility environment
- Support logistics for meetings, events, and shared building use

Volunteer & Event Support

- Maintain volunteer lists and communications
- Help coordinate logistics for recurring events and volunteer-supported activities
- Assist with hospitality, setup, and operational needs for events and gatherings

Qualifications

- Strong organizational and project coordination skills
- Excellent attention to detail and follow-through
- Ability to manage multiple responsibilities and deadlines simultaneously
- Strong written and interpersonal communication skills
- Comfort learning and using databases and administrative systems
- Ability to work independently while collaborating closely with staff and volunteers
- Experience with Salesforce or similar CRM systems is a plus
- Appreciation for the mission and values of the Pace Center

Work Environment

This role is primarily weekday-based, with occasional flexibility needed around events and ministry activities. The Pace Center values collaboration, hospitality, initiative, and healthy communication. We are seeking someone who is dependable, adaptable, and excited to contribute to a relational and mission-driven environment.

To apply, please send a resume and brief cover letter to info@thepacecenter.com.