

Office Manager

Organization: Fellowship of Christian Farmers International (FCFI)

Location: Kalamazoo, Michigan

Employment Type: Full-Time (depending on qualifications and responsibilities assumed)

Reports To: Executive Director

About FCFI

The Fellowship of Christian Farmers International (FCFI) is a nonprofit Christian ministry dedicated to equipping believers to share hope, encouragement, and the Gospel through practical outreach. FCFI serves rural communities across the United States and internationally through evangelistic farm show ministry, disaster relief, discipleship initiatives, mission projects, conferences, and faith-based partnerships.

We are seeking a full-time Ministry Operations Manager / Office Manager who can oversee bookkeeping while also assisting with administration, donor management, conference coordination, volunteer coordination, and ministry operations.

The ideal candidate will be highly organized, detail-oriented, flexible, and aligned with the Christian mission and values of FCFI.

Position Summary

This position requires a dynamic individual capable of managing the financial operations of an evangelical ministry while also helping support and coordinate day-to-day ministry activities.

Bookkeeping (QuickBooks) are essential for this position. The broader ministry operations and office management requirements involve donor relations, event coordination, volunteer support, disaster relief logistics, conference planning, grant assistance, and executive support.

This position is based in Kalamazoo, Michigan.

Key Responsibilities

1. Bookkeeping

- Maintain accurate financial records using QuickBooks and related financial systems.
- Manage accounts payable and receivable, ensuring timely processing of bills, invoices, reimbursements, and deposits.
- Process payroll and related tax obligations, including payroll reporting and compliance requirements.

- Assist with preparation and filing support for 990 reporting and related nonprofit financial documentation.
- Reconcile bank accounts, credit card accounts, and financial statements.
- Prepare regular financial reports for leadership and the Board of Directors, including Profit & Loss statements, balance sheets, cash flow reports, and transaction summaries.
- Assist the Executive Director and Budget & Finance Committee in developing annual budgets and financial projections.
- Maintain organized and accurate financial records for audits and grant reporting.
- Collaborate with external accountants and auditors as needed.
- Monitor financial procedures and help improve financial systems, organization, and accountability.

2. Office Management & Administrative Coordination

- Oversee daily office operations, including scheduling, mail processing, supplies, filing systems, and vendor coordination.
- Maintain organized digital and physical records, ministry files, inventories, and databases.
- Serve as a primary contact for ministry communications, office inquiries, and operational coordination.
- Assist the Executive Director with calendar management, correspondence, reports, presentations, and special projects.
- Coordinate office volunteers and assist in recruiting and organizing volunteer support.
- Help maintain efficient office procedures and operational systems.
- Assist with onboarding and personnel record management.

3. Database Management

- Maintain accurate donor records and contribution histories using donor management software.
- Prepare donor acknowledgments, giving statements, receipts, newsletters, and fundraising communications.
- Coordinate donor mailings, ministry resources, and communication materials.
- Support fundraising initiatives, sponsorship coordination, and development projects.

Qualifications

- Strong bookkeeping skills.
- Proficiency with QuickBooks and Microsoft Office Suite.
- Strong organizational, multitasking, and problem-solving abilities.
- Excellent written and verbal communication skills.
- Ability to work independently and proactively identify operational needs.
- Attention to detail and high level of accuracy.
- Experience with nonprofit bookkeeping or administration is preferred.
- Familiarity with donor databases, CRM systems, or fundraising software is helpful.
- Experience with event coordination, volunteer management, or office administration is beneficial.
- Experience with grant writing or nonprofit compliance is a plus.
- Familiarity with agriculture, rural ministry, missions, or disaster relief is beneficial.

Personal Attributes

- Alignment with FCFI's Christian mission, values, and Statement of Faith.
- High integrity and strong ethical standards.
- Servant-minded attitude and willingness to assist in a variety of ministry needs.
- Flexibility and adaptability in a growing ministry environment.
- Ability to interact professionally with donors, volunteers, churches, ministry partners, and board members.
- A heart for Christian ministry, evangelism, discipleship, and rural outreach.

Faith Alignment Requirement

The Fellowship of Christian Farmers International (FCFI) is a Christian ministry. In accordance with Title VII of the Civil Rights Act of 1964 and applicable religious exemptions, FCFI hires individuals who align with and affirm its Christian mission, values, and Statement of Faith, which are grounded in a historical-grammatical hermeneutic approach to interpretation.

This position involves representing the ministry's Christian beliefs and may include participation in prayer, discipleship activities, evangelistic outreach support, and faith-based ministry initiatives.

Compensation & Schedule

- Compensation based on experience.
- Opportunity to serve in a Christ-centered ministry with international impact.
- Meaningful involvement in evangelism, missions, discipleship, rural outreach, and disaster relief ministry.

How to Apply

Please send your resume and a cover letter outlining your interest and relevant experience to:

dan@fcfi.org

Subject Line: Office Manager

Applications will be reviewed as they are received.