

Office & Events Manager

Center for the Study of New Testament Manuscripts

The Center for the Study of New Testament Manuscripts (CSNTM) is seeking an organized, self-starter to join the team as an Office and Events Manager.

If interested, please email a cover letter and résumé by email to both Dr. Daniel B. Wallace, CSNTM's Executive Director, at dbw@csntm.org, and Mark Gaither at mgaither@csntm.org. Begin the subject line with: OEM2022.

Organization Summary

CSNTM is a non-profit organization based in Plano, TX with a mission to preserve handwritten copies of the Greek New Testament using high-resolution digital imaging and share the manuscript images online in a freely accessible library. CSNTM also, through study and cooperation with other institutes, documents the transmission and history of the New Testament and participates in the great and noble task of determining the wording of the autographa of the New Testament.

Ancient New Testament manuscripts are foundational for New Testament scholarly research and all modern Bible translations. Our work directly serves New Testament scholars and students, Bible translators, art historians, pastors, and many others. Our work educates people about the history of the Bible, supports improvements in Bible translations, and provides answers for many of today's most significant questions about the Bible.

Position Overview

The Office and Events Manager reports to the Chief Operating Officer.

The position of Office and Events Manager, as the title suggests, combines two interrelated roles. The office manager role keeps the day-to-day operations of the organization running smoothly and efficiently, involving financial and administrative duties. The events manager role leads the team in the execution of board meetings, donor engagement events ("Snapshot"), the bi-annual *CSNTM Text & Manuscript Conference*, and educational seminars.

Qualifications

- Bachelor's degree preferred
- 5+ years' work experience [non-profit settings preferred]
- 2+ years event planning experience
- Thoroughly proficient with standard office software

Personal Qualities

- Self-starting
- Adaptive and resilient
- Personable
- Highly organized
- Collaborative
- Teachable

Essential Functions

Office Manager

- Coordinate expense-tracking with remote bookkeeper
- Process donations and complete bank deposits
- Assist with maintaining the CRM (Constituent Relationship Management) system
- Organize and maintain financial and other important records, physical and digital
- Coordinate payroll and assist with human resources administration
- Schedule meetings and ensure remote access for off-site personnel
- Maintain CSNTM staff calendar
- Assist the COO in maintaining a joyful and efficient work environment
- Assist with travel arrangements for staff, interns, and volunteers who serve on CSNTM expeditions or attend conferences

Events Manager

- Collaborate with COO on scheduling and executing board of directors' meetings, both in-person and virtual
- Collaborate with the Development Director on the planning and execution of donor engagement events ("Snapshot")
- Collaborate with COO on planning the annual staff retreat
- As occasions arise, schedule and prepare for educational meetings, usually with donors at the CSNTM office
- Every two years, collaborate with the Research Team to host the *CSNTM Text & Manuscript Conference*

Knowledge, Skills, and Abilities:

- Familiar with accounting and banking procedures
- Familiar with constituent management software
- Ability to think and make decisions collaboratively, strategically, and creatively
- Enjoys making order out of chaos

Compensation and Benefits

- Competitive salary
- Comprehensive benefits package including
 - Health, dental, and vision insurance: multiple plans offered (employer covers 75% of premium for you and your dependents)
 - Life Insurance (\$10,000 covered by CSNTM), additional plans available
 - Retirement: 401(K) and employer matching contributions (up to 5%)
 - Paid time off: 15 days plus 10 paid company holidays