



## MINISTRY DESCRIPTION

**Title:** Office Manager & D-1 Rep  
**Department:** Colorado Innovation Lab  
**Reports to:** Chief Innovation Officer

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### **Ministry Function:**

The Innovation Lab Office Manager & D-1 Rep supports the ministry of Convoy of Hope by providing administrative leadership to the Chief Innovation Officer and other members of the lab. In this role, qualified applicant will provide administrative management for the Chief Innovation Officer & Innovation team. The latter will include: clear and timely communication with in-house clients, ability to manage dozens of projects and timelines at one time, and the ability to multi-task. To do this, the ideal candidate will rely on myriad of innovative events, strategies and projects that engage athletes, celebrities and entrepreneurs so that they have a powerful avenue to use their influence and affluence to help the impoverished and suffering through Convoy of Hope.

### **Key Responsibilities include, but are not limited to:**

1. Manages the daily activity and operations of the Chief Innovation Officer, which includes: Managing the CIO's calendar and schedules; coordinating meetings and appointments; screening and responding to incoming calls and correspondence; preparing agendas, minutes and presentation materials for meetings; drafting emails and other correspondence; processing and tracking billing and expense reports; and performing administrative duties such as archiving, filing, ordering supplies and copying documents.
2. Demonstrates independent decision-making ability on behalf of the CIO by providing leadership and oversight of assigned projects (e.g. 49er community event), assuring deadlines are met and collaborating with partners and appropriate internal team members.
3. Serves as a liaison between the Innovation Lab and other teams, organizations, businesses, athletes, vendors, and freelancers.
4. Assists and reviews (on behalf of CIO) all travel arrangements for entire team.
5. Updates the out-of-office calendar with team members' time off and comp days, and tracks time off against days allowed.
6. Communicates daily with team to confirm administrative tasks are in order.
7. Orders and stocks workroom with needed supplies and assures equipment maintenance or issues are managed.
8. Plans, coordinates and assists team retreats, catering, at-home week events.
9. Leads teams and travels domestically and internationally, when needed.
10. Targets and nurtures relationships with collegiate athletes and teams, entertainers and entrepreneurs.
11. Represents the organization at Convoy of Hope events including, but not limited to: Vision Summit, Compassion Cup, Hope Cruises and other special events.
12. Recruits and hosts partners on Convoy of Hope's International and Domestic Vision Trips.

13. Works with Senior Director of Sport to create and implement the strategic growth plan for the collegiate level sports engagement.
14. Drives personal fundraising revenue to help achieve incremental growth goals on an annual basis.
15. Collaborates with the CIO on scaling the Innovation Lab and expanding the organization's footprint in the marketplace.
16. Educates staff members on best practices for engaging with athletes, entertainers and entrepreneurs.
17. Manages personal database of key donor relationships with continued financial growth.
18. Assists the CIO in creating exclusive experiences for partners.
19. All other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. Competed or served on a sports team in college.
3. Ability to use Mac programs, including but not limited to G-mail, Microsoft Word, PowerPoint and Excel proficiently.
4. Excellent verbal and written communication skills for conveying the communications work of CoH within the organization, with partners and with our target audience.
5. Experience with Basecamp or similar is project-management system preferred.
6. A professional, resourceful and determined style with the ability to work independently and is comfortable in a close-knit team-oriented setting.
7. Strong organizational skills and ability to handle concurrent, multiple job tasks.
8. Excellent interpersonal communication and relational skills.
9. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
10. Ability to positively represent the Innovation Lab, ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:** None at this time