



REGIONAL ADMINISTRATOR

JOB DESCRIPTION

The Opportunity

The Regional Administrator will work closely with the Regional Director and Director of Regional Administration and serve in many functions, including property, program, finance, and development. The person in this role will use their giftings in organization and communication to bring clarity and efficiency to the regional operations.

Oversight of Chapter Administration (30%)

- Support other administrative staff in the region
- Oversee execution of chapter events, retreats, and Formation
- Oversee execution of chapter Household invitation and commitment process

Property Management (20%)

- Work with landlords to address maintenance issues and lease renewals
- Address repair and maintenance needs for owned properties
- Execute utility start, stop, and transfer process
- Manage database of owned assets
- Manage capital expense projects

Regional Finances (20%)

- Manage the annual budgeting process
- Review and approve monthly expense reports to ensure accuracy and budget compliance
- Develop/maintain a process for financial visibility to inform expense management

Liaison with National Office Finance & Operations Team (10%)

- Participate in regular meetings with other administrators for ongoing training and support
- Communicate regularly with functional areas of the Finance & Operations team

Development Administration (10%)

- Assist with logistical administration for Late Night Live
- Assist with preparation for advisory board meetings and Partners in Mission events

Other (10%)

- Cultivate and maintain a team of donors through MPD
- Participate in local staff life including: Staff prayer, staff days, MPD time, etc.
- Manage inventory for office supplies and computer printer supplies as needed

Please submit your resume and cover letter to Lenore Strandt at lenore.strandt@spo.org

The Team

You will be a member of the *<insert region>* regional team and work primarily with the Regional Director and Director of Regional Administration. Your supervisor will be the Regional Director. Your role involves communicating frequently with numerous internal and external contacts, including staff, students, volunteers, donors, and other partners in ministry.

On the national level, you will work closely with the National Office team which consists of department members that serve all the regions/Chapters across the country. You may at times partner with other department staff (e.g., HR Coordinator, Property Manager, etc.)

Candidate Profile

Required Qualifications

- Strong written and verbal communication
- Strong organizational skills with attention to detail
- Dependable, flexible, and proactive
- Self-starter, able to take initiative and problem solve
- Proficient in Microsoft Office
- Ability to read, write, and speak English fluently is essential
- Committed to the work of evangelization, discipleship, and living in accordance with the mission and teaching of the Catholic Church

Additional Qualifications

- Education or training in business or administration
- Previous experience providing administrative support
- Previous experience working with external vendors and contracts
- Prior experience with SPO is preferred

About SPO

Saint Paul's Outreach (SPO) is an exciting national nonprofit that fulfills a crucial need to support and build a more robust Catholic life on America's college campuses and cities. Since 1985, SPO has been working with college students and young adults from across the country.

SPO's model is simple but effective. SPO Missionaries are trained and sent to campuses around the country where they dedicate their time as leaders of the Catholic life on campus and within student SPO Households. Missionaries cultivate relationships with students, inviting them to learn more and go deeper into the Catholic faith.

By inviting students to live with our missionaries in SPO Households, we form small communities of dedicated Catholic young people who encourage each other in their faith. SPO Households provide a comprehensive, round-the-clock Catholic lifestyle through which young adults receive the encouragement of an ardent Catholic community and emerge stronger and more confident in their faith. Many of the young people who participate in SPO not only grow in their faith and remain serious Catholics after college, but go on to evangelize their peers in every walk of life, including many who go on to full-time service to the Church as priests, religious, SPO Missionaries, or other ministry professions.

With up to 90% of young Catholics falling away from their faith during their college and young adult years, SPO is needed more than ever. With a proven approach that reaches thousands of students annually, SPO is working to reverse this trend. We know that in order to establish a way of life that will be sustained beyond college and young adulthood, comprehensive solutions are necessary. SPO has seen tremendous growth in recent years. Currently, we have waitlists for a number of households and new campuses nationwide are requesting an SPO presence. SPO is a nonprofit corporation with 501(c)(3) status, governed by a Board of Directors under the ecclesiastical vigilance of the Archbishop of St. Paul and Minneapolis.

Visit us at www.SPO.org for more information.