

MANAGER OF OPERATIONS AND ACCOUNTING

Agape Resource & Assistance
Center

Position Profile



Organization Summary

Agape Resource & Assistance Center, Inc. is a nonprofit organization dedicated to providing transitional housing and transformative services that empower unsheltered single women, mothers, and their children to overcome crises, homelessness, and abuse. Our programs include safe housing, counseling, childcare, transportation, vocational and financial education, and budgeting support.

Over 90% of the families we serve are abuse survivors, and over 75% graduate with higher incomes, enabling them to care for their families and achieve fulfilling, self-sustaining lives.

Agape is expanding its continuum of care to create Jericho Village, an innovative 38-unit urban village of scaled-income rental homes in Wylie, Texas. Jericho Village will provide stable housing not only for Agape graduates but also for other households seeking secure and affordable housing. By addressing housing insecurity through this initiative, we aim to empower individuals and families to achieve stability, independence, and hope for the future.

Mission

To provide housing and transitional services to homeless single women, moms, and their children that empower them to move from homelessness and crisis to fulfilling, self-sustaining lives.

Purpose

To empower women with education, life skills, and the confidence to become self-sustaining. To help children understand their future isn't limited by what they've experienced in the past.

Position Summary

Agape is excited to announce an opportunity for a dedicated, experienced, and motivated professional to join our team as the Manager of Operations and Accounting. This critical leadership role will oversee and manage operations and accounting for Agape and Jericho Village, supporting our mission to empower lives and transform communities.

The ideal candidate is a proactive, adaptable, and solutions-oriented professional with a “can-do” attitude and strong work ethic. We seek someone who thrives independently and collaboratively, bringing expertise, enthusiasm, and leadership to support our CEO, board, leadership, and staff. Your role will drive Agape’s mission by overseeing accounting, administrative operations, office management, development and fundraising, volunteer engagement, donor relations, communications, and property maintenance.

This pivotal position is integral to ensuring smooth operations, accurate and timely financial reporting, and the successful expansion of our services through Jericho Village. With minimal supervision and a high degree of autonomy, you will bring innovative management solutions and leadership to our rapidly growing non-profit organization. In this role, you will collaborate closely with agency leadership and the board, supervise, and mentor staff, and contribute to a passionate team dedicated to making a lasting impact.

MANAGER OF OPERATIONS AND ACCOUNTING JOB DESCRIPTION

This newly created position offers an opportunity to bring your skills and passion to a meaningful role. You will be responsible for overseeing and managing all aspects of agency operations, including accounting, administrative support, office management, development and fundraising, volunteer engagement, donor relations, communications, and property maintenance.

We’re looking for someone who thrives in a managerial role, excelling at supervising and mentoring a team while bringing fresh ideas and solutions.

Success in this role requires excellent managerial, organizational, communication, and reporting skills alongside intermediate proficiency in nonprofit accounting and process development. If you are a tech-savvy, resourceful, and mission-driven individual ready to take on a leadership role, we'd love to hear from you.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Accounting

- Lead and oversee accounting processes with a focus on safeguarding agency assets through effective internal controls.
- Collaborate with the CEO to develop and monitor annual budgets, providing performance reports and variance analyses.
- Prepare monthly financial reports, financial models, cost estimates, and budget amendments to support strategic initiatives.
- Manage payroll, cash flow projections, and bank reconciliations while ensuring compliance with audits and regulatory requirements.
- Review and approve financial transactions, contracts, and procurements to maintain accountability and alignment with agency goals.
- Support the annual audit process and prepare compliance reports, including Form 990.

Office Management & Administrative Support

- Serve as the primary point of contact for third-party service providers, including auditors, vendors, and IT consultants.
- Supervise and enhance administrative and office operations to create an organized, efficient, and welcoming environment.
- Oversee property management and ensure maintenance and safety standards are met.

Fundraising, Development, and Volunteer Coordination

- Assist in creating and executing an annual fundraising and development plan with measurable goals.
- Lead grant procurement efforts, including planning, writing, and reporting, while fostering relationships with donors and stakeholders.

- Supervise and support volunteer coordination, ensuring effective recruitment, training, and retention.
- Oversee external communications, including newsletters, website updates, and public presentations, to build brand awareness and donor engagement.

Programs

- Understand Agape and Jericho Village mission, values, goals, and outcomes.
- Understand the overarching needs, barriers and trauma experiences of the individuals Agape and Jericho Village serve.
- Understand the Empowerment Program service areas, goals, logic model, inputs, outputs, outcomes and KPIs.
- Monitor, supervise and report on the Empowerment Program goals and outcomes to ensure alignment with safety, service, and agency mission and goals.
- Understand the agency programs and individuals served and facilitate necessary administrative and resource support.

Supervisory Responsibility

- Serve as Direct Report for accountant, agency admin and office manager, fundraising and development team, volunteer coordinator.
- Provide supervision, guidance, training, and mentorship of staff to build a strong and effective interdisciplinary team
- Provide timely and constructive employee reviews.

Desired Qualifications

- Bachelor's degree in accounting, business, or a related field; CPA and audit experience preferred.
- Minimum 5 years of experience with a nonprofit and at least 2 years of experience in management and reporting of operations and accounting.
- Experience with early stage or small company, familiar with limited resources. Willing to “do” more than “delegate” as needed to meet agency deadlines and objectives.

- Demonstrated leadership, strategic thinking, and team-building skills.
 - Strong proficiency in Microsoft Office Suite and familiarity with donor databases.
 - Exceptional organizational and communication skills with the ability to balance multiple priorities.
 - A passion for serving underserved communities and advancing Agape's mission.
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Why Join Us?

- Impactful Work: Be part of a team transforming lives and building brighter futures.
 - Direct Report to CEO: Work closely with executive leadership, gaining valuable insights and contributing directly to organizational strategy.
 - Growth Opportunities: Expand your career while supporting innovative initiatives.
 - Collaborative Environment: Work alongside a passionate, mission-driven team dedicated to making a difference.
 - Flexible Schedule: Full-time role; Friday work can be remote and/or flexible to accommodate workload. Some weekends and evenings as duties require.
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Benefits

- Competitive salary based on education, skills, and experience.
 - Subsidized agency health insurance
 - Paid time off
 - Professional development assistance
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If you are ready to bring your leadership, skills, and passion to a role where you can make a tangible difference, we'd love to talk. Join us in empowering women, families, and communities to thrive!

Agape Resource & Assistance Center has retained CMP to conduct this search. All interested candidates are asked to contact Gayle Norton at gnorton@careermvp.com. All inquiries and discussions will be considered strictly confidential.

CMP is a retained search firm with a national reach across multiple industries. CMP offers solutions across the full talent lifecycle - executive search, assessment, coaching, and career transitional services. CMP is proudly a woman and minority-owned firm with a commitment to diversity and inclusion.

The intent of this Position Profile is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

