

Administrative Manager

Harvest USA — Dresher, PA

Full-Time • Exempt • Benefits Eligible

Harvest USA is seeking a highly organized, detail-oriented **Administrative Manager** to oversee our administrative operations, facilities management, information technology systems, CRM database, and online store functions. This role is central to keeping our ministry running smoothly and supporting staff as they serve individuals and churches with biblical truth and compassionate care.

The Administrative Manager reports to the Chief Operating Officer and supervises administrative staff, contractors, and volunteers.

About Harvest USA

Harvest USA is a national ministry committed to helping individuals and churches think biblically and compassionately about sexuality and gender. We provide discipleship, resources, and training rooted in Scripture and the gospel of Jesus Christ.

Position Summary

The Administrative Manager leads and coordinates the core operational systems that support Harvest USA's mission. This includes administrative workflow, facilities oversight, IT management, CRM database administration, and production coordination for key organizational publications. The ideal candidate is a proactive problem-solver with strong leadership skills and a heart for serving others.

Key Responsibilities

Administrative Leadership & Supervision

- Responsible for daily administrative workflow and ensure program goals are met.
- Supervise administrative staff, contractors, and volunteers.
- Provide regular check-ins, pastoral care, and performance evaluations.
- Participate in annual budgeting and approve administrative documentation and expenses.

General Administrative Operations

- Manage printing needs, office equipment contracts, and postal compliance.
- Oversee state charitable registration compliance with external consultants.
- Support hospitality, catering, and audiovisual needs for special events and Board meetings.
- Assist with mail processing and preliminary gift counts during staff absences.
- Prepare mailing lists and year-end donor receipts.

CRM Database Management

- Maintain data accuracy through protocols, audits, and regular updates.
- Configure campaigns, funds, appeals, and system settings.
- Responsible for imports/exports, user administration, and staff training.
- Collaborate with development, program, and finance teams to ensure effective data use.

Magazine & Spring Update Production

- Coordinate production of the Spring Update and Fall Magazine.
- Manage timelines and collaboration using Basecamp.
- Liaise with editors, designers, and printers to ensure timely delivery.

Facilities Management

- Responsible for office layout, equipment needs, and building security.
- Coordinate contractors for maintenance and repairs.
- Serve as liaison with the building lessor.

Information Technology Oversight

- Maintain wired and wireless networks and user credential records.
- Coordinate with external tech support for current and future needs.
- Responsible for software purchasing, installation, and staff training.
- Ensure physical security of electronic devices.

Online Store Management

- Maintain inventory for Shopify and Amazon FBA stores.
- Ensure accurate product listings and pricing.
- Responsible for order fulfillment, customer service, and vendor coordination.

Qualifications

Required

- Strong administrative, organizational, and project management skills.
- Ability to manage multiple priorities with accuracy and timeliness.
- Strong communication and interpersonal skills.
- Alignment with Harvest USA's doctrinal commitments (see below).
- Membership or regular attendance in a local evangelical church.

Preferred

- Experience in nonprofit administration.
- Familiarity with IT systems, networks, and software implementation.
- Experience with Shopify, Amazon FBA, or similar platforms.
- Experience coordinating publications or large mailings.

Organizational Commitments

All employees must:

- Affirm Harvest USA's **Doctrinal Statement**, **Statement on Same-Sex Attraction**, and **Statement on Gender and Sexuality**.
- Demonstrate proactive personal accountability and integrity in accordance with the HUSA Handbook.
- Maintain active involvement in a local evangelical church.

Work Schedule & Compensation

- Full-time, salaried position (minimum 40 hours/week).
- Standard schedule: Monday–Friday, 9:00 a.m.–5:00 p.m.
- Salary commensurate with qualifications and experience.
- Benefits include health, dental, disability, and life insurance; paid leave; and 403(b) eligibility after one year.

Travel

Occasional local travel required. Mileage reimbursed at Board-approved rates.