



Patty's Hope Office Manager Job Description

Part-Time | 15 Hours per Week

Ministry Context and Description of Patty's Hope

Patty's Hope is a small nonprofit based in Richmond, VA with the mission of help, hope, and healing for biological mothers of children in foster care. Our work is Christ centered, missional, relational, trauma-informed, and individualized as we walk alongside these mothers in partnership with the church. Currently Patty's Hope is serving around 9-15 mothers through support groups and one on one mentoring.

Position Overview and Impact

The Office Manager ensures that Patty's Hope operates efficiently behind the scenes. This role manages day-to-day administrative tasks with accuracy, confidentiality, and integrity, enabling the ministry team to focus on serving mothers and families. Strong organizational skills, attention to detail, and alignment with the Christian mission of Patty's Hope are essential.

Working at Patty's Hope is an opportunity to be part of deeply meaningful, Kingdom-centered work. Every day our team has the privilege of walking alongside biological mothers who are navigating one of the most difficult seasons of their lives. Through relational support, mentoring, and partnership with the church, we seek to bring hope, stability, and restoration to families impacted by the foster care system.

The Office Manager plays an essential role in supporting this mission. By helping the ministry operate smoothly and efficiently, this role allows the Patty's Hope team to focus on serving mothers well. The Office Manager will be part of a small, committed team that values prayer, collaboration, flexibility, and healthy rhythms of ministry.

For the right person, this is more than a job—it is an opportunity to contribute to work that truly matters and to support a ministry that is bringing lasting hope to vulnerable families.

Work Rhythm & Flexibility

Patty's Hope values sustainable work rhythms and healthy boundaries. While the Office Manager has some flexibility in arranging hours, they will primarily work from the office

alongside the Executive Director or Ministry Director 3–4 days per week. In-office time fosters collaboration, accountability, and team connection. On other days, work can be completed remotely or in the community as needed.

Education Preferred

- Associate or bachelor's degree preferred (business, accounting, nonprofit management, or a related field)
- Equivalent relevant work experience may be considered in place of formal education

Skills and Experience Necessary

- Excellent administrative skills
- Prior administrative experience in a nonprofit, church, or small business setting
- Familiarity with Microsoft Office 365 and basic technology systems
- Comfortable utilizing AI for assistance
- Experience with QuickBooks or online bookkeeping
- Ability to 'see it do it' and take initiative to solve administrative problems

Salary and Benefits

Part-Time | 15 hours/week

\$28 per hour

Accrued paid vacation (prorated)

Flexible scheduling when possible

Patty's Hope values sustainable ministry rhythms and encourages healthy work boundaries.

Potential Responsibilities and Tasks

Primary focus areas include:

- Upkeeping office systems, financial calendars, payments, event logistics and many other different administrative tasks for the organization
- Administrative support to the Executive Director
- Administrative support to the Ministry Director and Mothers Advocates

Office & Administrative Support

- Maintain organized digital and physical files
- Tech support and administrative problem solving
- Manage Office 365 accounts and staff emails
- Logistics for updating marketing and promotion materials
- Support logistics for monthly therapeutic moms' group
- Assist with event preparation and basic communications
- Coordinate office needs
- Collect and process the mail

- Support ED, MD and MA as needed with various tasks
- Maintain regular social media posts (posts written in advance by ED or MD)
- Assists with prayer emails and quarterly newsletters as needed
Coordinates annual paperwork for non-profit entity upkeep (taxes, Form 102, business registration etc.)

Financial Administration

- Processes bills, receipts and payroll submissions
- Processes/deposits checks
- Writes 'new' donor thank you notes
- Maintains donor database accuracy
- Completes annual donor giving statements

How to Apply

Before applying for this position, we encourage you to review the Patty's Hope website and our Statement of Faith.

Applicants will be asked to provide two references: one who can speak to your professional workplace experience and another who can speak to your personal faith and walk with Jesus.

To apply, please fill out an application for at <https://forms.office.com/r/7wUh27MinB>
or for any questions, please contact Peter Gunning at peter@pattyshope.org.