

Diocese of Nashville

<https://dioceseofnashville.com/job/legionaries-of-christ-vocations-office-operations-manager/>

Legionaries of Christ Vocations Office Operations Manager

Description

Job Details

- Full-time
- Remote with periodic travel
- Salary with benefits

Overview

The National Vocations Office of the Legionaries of Christ helps organize and coordinate the efforts of the Legionary communities in the North America Territory (including Korea and Philippines) to help young men discern their possible calling to [Legionary life](#).

The Operations Manager is responsible for overseeing daily business activities to ensure efficiency and productivity. Key duties include coordinating staff, optimizing processes, and overseeing budgets, with responsibilities ranging from managing logistics and vendor relationships to coordinating with the financial team. They act as a bridge between departments and leadership, using data analysis to improve workflows, maintain quality standards, and align daily operations with organizational goals.

The Operations Manager will report directly to the National Vocations Director (NVD). We are seeking a person who is highly organized, attentive to detail and strong follow up combined with excellent people skills that foster teamwork and collaboration.

To be successful, the candidate will have the ability to work collaboratively in a remote/hybrid environment with a remote team. He/she will be passionate about the Catholic priesthood, highly organized, yet flexible, bring a sense of focus and urgency to the team, possess the ability to respectfully challenge and hold accountable Legionary priests, while always being respectful to their vocation. He/she will be coachable and collaborative and empathetic in working with others.

Duties and Responsibilities

The Operations Manager is a multi-faceted role with responsibilities in administration, safe environment, marketing and communications and development.

Administration

- Oversee tracking and data management for vocation prospects, including maintaining the prospect tracking in the Salesforce CRM and creating relevant reports. This includes design and implementation of database and collaborating with CRM staff in updating
- Maintain relevant yearly statistics, provide reports for internal and external audiences
- Assist in support of the implementation of the territorial vocations plan as it pertains to office management

Hiring organization

LC Territorial Center, Inc

Job Location

Remote with periodic travel

Date posted

February 12, 2026

Valid through

15.05.2026

Please submit your resume and cover letter by applying online through [Paylocity](#).

- Assist in preparing budget for the Vocations Office, ongoing monthly reconciliation
- Maintain budget including forecasting and updating
- Manage Vocations bank accounts, including paying all bills and working with accounting to reconcile monthly statements
- Serve as liaison with Territorial Administrative Accounting, Gift Processing and CRM teams and with external vendors.
- Provide ongoing assessment of business operations and propose ideas for continuous improvement for business operation, policies, and procedures, especially in the area of development/fundraising
- Maintain office files.
- Assist with flights and travel arrangements for vocation prospect visits.
- Provide administrative support to Legionary vocation promoters in the field.
- Respond to mail, social media, and website inquiries (national and international). Vet vocational inquiries, respond to potential candidates and their families.

Safe Environment

- Collaborate with the Director of Safe Environment and Risk Manager to ensure compliance with current policies and procedures as it relates to our vocation work and events in the Territory.
- Update and communicate changes to the RC Safe Environment policy as requested by the Safe Environment Commission, and work with them collaboratively to ensure alignment among the members of the vocation team.

Marketing and Promotions

- Develop and maintain effective and collaborative working relationships with staff and the extended vocation team in the territory, and other lay vocation promoters.
- Collaborate with the territorial communications and marketing department to develop and execute the LC Vocations communications strategy
- Manage content and interaction for the Legionaries of Christ Vocations Social Media channels (Instagram, Facebook)
- Planning and preparation for vocation fairs and conferences
- Work with the territorial Marketing & Communications department to coordinate development of promotion materials and facilitate effective distribution. Maintain inventory and manage distribution of promotional materials for Vocations Fairs, to Vocation Directors or other events. Other mailings, as necessary.
- Conduct and evaluate research on vocation demographics
- Assist in managing relationships with key partners in vocation development

Development

The Operations Manager for the National VO office will also coordinate development activity for the vocations team.

- Cooperate with all development and fundraising activities for the National office working in tandem with the LC Vocation team in the field and the National Development team, especially the Atlanta/Southeast Director of Development.
- Support the National Development team in setting realistic annual goals for the Vocations Office and implementing the annual fundraising plan within the overall Vocations Office business plan

- Collaborate with marketing for designing and provisioning marketing pieces for Vocation promotion
- Act as support to the National Development team for any donor gatherings that support Vocation efforts in the Territory.
- Participate in the annual Vocation gathering of all Directors to foster collaboration and unity in the vocation team
- Coordinate as required with Gift Processing and the National Development Office to ensure the accuracy of the donor information and its entry into the Salesforce CRM

Education and Experience

Education: Bachelor's degree in business administration, management, operations management, or related field

Experience: Minimum of 3 years of experience in an operations-related role.

Required Skills and Abilities

Must understand, support, and embrace the mission of the Legionaries of Christ and Regnum Christi. Additionally, the ideal candidate will possess the following:

- **Excellent Quality of Work:** Sets and/or adheres to the standards or expectations of performance set for a given job. Effectively interprets and applies the required policies and procedures that apply to a given project. Consistently checks work for accuracy, appropriateness, and completeness. Takes appropriate steps to learn, prepare for and meet the technical standards of the job.
- **Process Management:** Has a process orientation and sees distinct functions and activities as part of a broader process, is effective at identifying and organizing various process steps into an efficient workflow and is effective at assessing the effectiveness of an existing process and making changes to improve it.
- **Action Oriented:** Displays initiative; doesn't wait to be told or asked to do something. Comfortable acting in the absence of clear guidance or instructions.
- **Highly Organized:** Capable of developing and maintaining efficient systems for managing information, tasks, and projects, ensuring timely and effective completion.
- **Ability to Manage Multiple Priorities:** Proven track record of managing several projects at once, maintaining high standards of quality and productivity.
- Excellent leadership and communication skills.
- Strong problem-solving and analytical abilities.
- Knowledge of budgeting, accounting, and human resources practices.
- Ability to multitask, adapt to change, and perform under pressure.
- Superior attention to detail.

Technical Skills

- Proficiency in Office 365 applications, especially Excel, Word, and Forms.
- Proficiency in using virtual communication platforms (e.g., Zoom, Teams) for meetings and communications.
- Proficiency or experience in web-based career services applications including LinkedIn is desired.
- Proficiency with bookkeeping, P&L management, and financial reporting

Compensation and Benefits

The estimated base pay range for this position is \$55,000 – \$70,00 annually based on several factors, including but not limited to, experience, skills, alignment with the role's responsibilities, and geographic location.

LC Territorial Center, Inc also offers its team members a robust benefits package that includes:

- Remote work
- Several 100% employer-paid insurance benefits: basic life and short-term disability
- Other employer-employee cost shared insurance benefits: medical (HSA and PPO), dental, vision,
- Optional employee paid benefits: FSA, accident, critical illness, and hospital indemnity, long-term disability, additional life insurance
- A retirement plan with a 25% match on the first 6% deferred
- Generous paid time off and paid holidays
- Paid parental leaves at 100% of base salary

Work Environment

- You will be directly supervised and supported by the National Vocations Director
- The role is remote with some travel required for meetings to quarterly meetings held in Atlanta and other LC cities and the annual Vocation Summit held in Cheshire, CT. Other travel determined upon request by NVD

How to Apply

If you are inspired by our mission and feel called to support our Legionaries with your expertise and compassion, we invite you to apply.

Please submit your resume and cover letter by applying online through [Paylocity](#).