



United Protestant Campus Ministries
— where head, heart, and spirit connect —

United Protestant Campus Ministries in Cleveland (UPCaM) seeks Financial Administrator

Board of Trustees

President:

Rev. Jessie MacMillan

**Vice-President/Finance
Committee Chair:**

Rev. Geoffrey A. Black

Secretary:

David Lamar

Treasurer:

Daniella Wirt

Rev. Gabriel Lawrence

Rev. Halldór Guðmundsson

Vicar Albie Nicol, M. Div.

Dr. Jim Thomas

Dr. Christine Elliot

Dr. Andrew Edwards

Kate McFadden, M. Div.

Denise Daniels

Willie Howard

United Protestant Campus Ministries
11459 Mayfield Rd, Suite 555
Cleveland, OH 44106

Job Description: Administrative & Financial Assistant for Campus Ministry

Reports To: Campus Minister/Executive Director

Status: Part-Time (8 hours per week)

Location: Mainly remote with regular meetings at The Church of the Covenant, 11205 Euclid Ave, Cleveland, OH 44106

POSITION OVERVIEW

The Administrative and Financial Assistant provides critical support for the campus ministry, ensuring smooth daily operations, financial tracking, and student hospitality. This role includes financial administrative tasks, like donation tracking, budgeting coordination, and grant support and general administrative support.

The ideal candidate is highly organized, numbers-oriented, comfortable with donor management software, and enthusiastic about supporting a diverse, inclusive campus ministry environment.

KEY RESPONSIBILITIES

1. Financial Administration & Donor Management

- **Income Processing:** Securely collect and deposit physical checks, log all incoming donations, tracking metrics, and donor data accurately into Little Green Light (CRM).
- **Digital Transactions:** Monitor, log, and process PayPal transactions and transfers to the main operating account.
- **Fund Tracking & Reimbursements:** Meticulously track spending against specific designated funds; process staff and student reimbursements in a timely manner.
- **Reporting:** Generate various numerical and financial reports from our donor software, collaborate with board Treasurer and Payroll company to compile data for Annual Reports and specialized financial summaries.
- **Donor Relations:** Prepare and distribute year-end donor tax letters and provide administrative backing for financial campaigns and the creation of fundraising materials.
- **Taxes:** Provide material and help with forms in collaboration with board Treasurer and Payroll company.
- **Other administrative tasks** as required and time allows.

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2. Grants & Budget Collaboration

- **Budget Alignment:** Partner closely with the board Treasurer to monitor the organizational budget, review designated funds, and align financial reporting.
- **Grant Support:** Assist with grant writing research and documentation; manage ongoing grant reporting requirements to ensure compliance with foundations and donors.

QUALIFICATIONS & SKILLS

Experience: 2+ years of experience in administrative support, bookkeeping, or nonprofit operations preferred.

Technical Proficiency: Direct experience with, or a strong ability to quickly learn, Little Green Light or similar donor management databases. Proficiency with PayPal Business, Excel (for financial logging), and basic design/publishing tools for materials.

Financial Aptitude: High comfort level handling numbers, balancing basic logs, managing receipts, and preparing clear financial summaries.

Communication: Strong written skills for drafting donor letters, grant pieces, and email coordination with university partners.

Interpersonal & Cultural Sensitivity: Comfort working with a diverse student body, international students, and secular/interfaith university councils.

Collaboration: A team-player attitude, specifically capable of maintaining clear, consistent communication lines with internal leadership and external university and church entities.

To Apply: Send a resume, email introduction, and two references to office@upcam.org. For questions, contact Amanda Powell at the number or email address below.

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