Operation Manager
Oregon Institute of Technology

Job Title	Operation Manager
Department	University Advancement
Institution	Oregon Institute of Technology
	Klamath Falls, Oregon
Date Posted	Dec. 31, 2024
Application Deadline	Jan. 17, 2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
	Director/Manager
Academic Field(s)	Other Administrative Departments
	Financial Planning/Budget Management
	Development/Institutional Advancement
	Business & Administration
	Alumni Relations
	University Administration
Job Website	https://www.oit.edu/
Apply Online Here	https://jobs.oit.edu/postings/6769
Apply By Email	

Job Description

Position Type	Administrative
Working Title	Operations Manager
Classification Title	Manager
College/Division	University Advancement

Department	Development
Salary	$70,000 - $75,000
Work Location	Klamath Falls
Position Terms/Mo	12
Full/Part time	Full Time
Appointment FTE (%)	1.00
Exempt/Non-Exempt	Exempt

Position Summary:
The Operations Manager is responsible for the successful day-to-day administrative operations of the Oregon Tech Foundation and the Oregon Tech University Development Office. This role is instrumental in the ability and success of those fundraising on behalf of the university by overseeing gift receipting, donor acknowledgement, accurate and timely records and reporting, event planning, program management, system utilization, and financial records and activities. This role is responsible for the successful execution of the Foundation's programs, reporting, tax-exempt status, audit and system support.

The Operations Manager will serve as the defacto manager for all planned giving platforms, estate gifts, legal questions related to estate gifts and gift management. Supervise human resource updates for all position descriptions. Working with the VPUA, manage timely evaluations for all development and foundation staff. Manage the Foundation website, giving page and gift recognition program. Supervise database, accounting, and gift stewardship personnel.

Departmental Information:
The goal of University Development is to build and enhance positive relationships between students, faculty, staff, alumni, and friends of the university. Through initiatives and activities that embody institutional values, University Development aims to advance Oregon Institute of Technology's role as one of the nation's leading technological and health professions universities.

https://www.oit.edu/development

Qualification Requirements:

- Bachelor Degree in Management, Accounting, Non-Profit Management, Business or other related degree.
- 5+ years of non-profit or university operational management experience with increasing levels of complexity, responsibility and supervisory duties

Additional Requirements:

- Experience in Higher Education

Special Instructions to Applicants:

Initial review of applications will begin on January 17, 2025. Applications will continue to be accepted after the initial review date until a sufficient applicant pool has been achieved or the position is filled. Therefore, at the discretion of the University, materials received after the initial review date may not receive full consideration.

To apply, visit: https://jobs.oit.edu/postings/6769

Then, upload the following elements to your application.

Required Documents

1. Resume
2. Cover Letter
3. Professional References List

Optional Documents

1. Transcripts (Unofficial)
2. Other Document

For additional information, please contact the Office of Human Resources: oithr@oit.edu

EEO/AA Policy

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Oregon Tech is an Affirmative Action/Equal Opportunity Educator and Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring, or the terms and conditions of employment, on the basis of age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law.

Oregon Tech is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Office of Human Resources at 541-885-1028 or **oithr@oit.edu**.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact	Human Resources
	Oregon Institute of Technology
	3201 Campus Drive
	Klamath Falls, OR 97601
Phone Number	5418850158
Fax Number	5418515200
Contact E-mail	oithr@oit.edu