

Job Posting: Operations Manager with the Maker's Place

Full-Time: 30h/week

[6.12.2025]

The Maker's Place (TMP) is a community development initiative of the United Methodist Church of Greater New Jersey (GNJ), launched in July 2018. The mission of TMP, a registered non-profit organization, is to connect neighbors with neighbors, so that families living in poverty in the city of Trenton, NJ, can be makers of better lives and communities. TMP operates a diaper bank in Trenton, NJ, that serves over 1,800 families a year. TMP's long-term vision includes growing its diaper bank and other programs into a faith-based Family Resource Center that lives out the principles of radical hospitality, unconditional love, and asset-based development.

Position Summary: The Operations Manager (OM) oversees, manages, and develops programming related to The Maker's Place "Diaper Depot" and other programs and initiatives. The OM also provides administrative and logistical support to the Executive Director related to the day-to-day operations of TMP, as needed.

Reporting Structure

The Operations Manager (OM) reports to the TMP Executive Director.

Essential Functions

- Plan and coordinate TMP "Diaper Depot" operations and activities, including but not limited to:
 - Receiving and stocking donations.
 - Preparing diapers and other supplies for distribution.
 - Scheduling/coordinating/running distribution events.
- Recruit, manage, and develop volunteers and expand leadership opportunities for families who receive diapers.
- Manage all databases related to the Diaper Depot and TMP (including, but not limited to, appointments, clients, volunteers, contributors, etc.) to ensure they are up-to-date and accurate.
- Assist the Executive Director with the planning and implementation of new programs and services with TMP families, contributions, and volunteers.
- Serve as a project manager for projects, as assigned.
- Complete other administrative tasks, as assigned.

Other Organizational Responsibilities

- Represent the Maker's Place to partner organizations in the Trenton area and at occasional activities within the United Methodist Church of Greater New Jersey.
- Cultivate relationships with Trenton community members.
- Develop and maintain partnerships with relevant nonprofits, civic institutions, local religious entities, including United Methodist congregations, and others in consultation with the Executive Director.
- Participate in monthly TMP board meetings as requested.
- Embody and model the joyful pursuit of spiritual disciplines and John Wesley's "Three Simple Rules: "do no harm, do good, stay in love with God"

Core Competencies:

- Exemplify Christian faith and character; be passionate about Christian witness, social justice, and working with people living in poverty/marginalized communities.
- Build and maintain relationships that are rooted in joyful, positive regard, honesty, and that honor confidentiality.
- Exhibit comfort and confidence when interacting with diverse groups of people (children, youth, parents, clergy, etc.), and people experiencing economic poverty.
- Communicate clearly and accurately, in writing and orally, with unifying messages that move people to action.
- Possess an entrepreneurial mindset, a self-motivated individual.
- Display strong ability to attend to details and deadlines.

Required Qualifications:

- Experience in non-profit and/or faith-based ministry settings.
- Experience working in urban contexts and/or with low-income populations.
- Proficiency with technology and cloud-based computing systems (Google Drive, MS Word, MS Excel, etc.) and Social Media platforms (Facebook, Instagram, etc.).
- Spanish-language and Creole-language skills are desirable.

Hours: 30h/week, flexible. Schedule, pay scale, and benefits to be discussed upon job offer.

If interested, please submit a resume and cover letter to calliecrowder@makersplace.org

Note: The Maker's Place does not discriminate based on race, ethnicity, gender, age, disability, economic condition, sexual orientation, or gender identity. The Operations Manager will work with vulnerable populations; successful applicants will be asked to submit to a criminal record check before employment.