



## **DIRECTOR OF OPERATIONS JOB DESCRIPTION**

### **Principal Functions**

The Director of Operations has the day-to-day responsibility for the functioning of the Center, which includes the implementation of the policies and procedures approved by the Board of Directors within the parameters of the Center's budget, general administration, and staff development.

**Terms of Employment:** Full time, permanent position

**Salary Range:** \$60,000 to \$75,000 annually

**Reports to:** Executive Director

**Supervises:** All staff except Executive Director and Marketing Director. Direct reports include Nurse Manager, Client Services Director, Patient Resources Director and Office Coordinator.

**Consults with:** Executive Director

### **Major Responsibilities:**

#### **A. Administrative**

1. Provide managerial support, direction and supervision to the Center staff. Lead and facilitate managerial and leadership skills growth and development of the team, particularly those who have managerial responsibilities.
2. In conjunction with the Executive Director, recruit, interview, and hire staff members.
3. Conduct yearly performance evaluations of direct reports as well as facilitate this process for all personnel. Provide Executive Director with staff performance evaluations.
4. Ensure that all Center policies and procedures are implemented, as well as develop and submit new policies as needed to insure an effective, efficient ministry.
5. Conduct bi-weekly check-in meetings with key staff members.
6. Maintain policies and procedures manual for the Center.
7. Foster staff and volunteer development through in-house and outside training and conferences.
8. Ensure facility is maintained and operational. Provide planning and foresight into maintenance and upgrade projects necessary.
9. Oversee and maintain technology tools, directly or through agreements with service organizations. Evaluate and approve any new technologies to be utilized at the Center.

#### **B. Finances/Development**

1. Develop an annual budget for the Center. Review and work with the Board Treasurer to refine the budget before providing it to the whole Board of Directors for approval.
2. Oversee and ensure that accurate and current financial records are kept and reported to the Executive Director and Board of Directors monthly.
3. Oversee expenditures, and purchase requests, to meet the budget of the Center.

4. Assist Executive Director in administrative tasks related to Donor Development.
5. Support Executive Director with all Alpha Center Special/Fundraising Events.
6. Manage daily finances of the Center, including administrating payroll, paying bills, and making deposits.

### **C. Public Relations**

1. Be available to educate the local community, including churches, pastors, community groups, and professional community about Alpha Center and the sanctity of human life with the goal of obtaining support and involvement with the Center when the Executive Director is unavailable.
2. Reviews, along with the Executive Director, promotional materials used in presenting Alpha Center to donors, community, and churches.

### **Qualifications**

1. Be a committed Christian who demonstrates an established personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of all human life.
3. Adhere to the Statement of Faith, core values, mission statement, and policies of the Center.
4. Earned a bachelors or master's degree, preferably in a related field, or related experience equivalent.
5. Possess two years of experience as a volunteer or employee in ministry.
6. Possess four years of experience in a leadership position with direct experience in supervising paid staff.
7. Exhibit strong skills in interpersonal communication, public speaking, writing, and effective media relations.
8. Provide spiritual leadership, discipleship, encouragement, discipline, and direction for the staff members and volunteers.
9. Maintain open communication and a healthy, positive working relationship with the Executive Director.
10. Carry out responsibilities with little or no supervision.