



Job Description

JOB TITLE: Director of Business Operations

REPORTS TO: Executive Director

ORGANIZATIONAL MISSION

What we do

AGAPE demonstrates the Truth and unconditional love of Jesus in a safe and confidential environment to women, men, and families experiencing pregnancy or the effects of sexual relationships.

Learn more at <https://agapedsm.com/>.

ENVIRONMENT & CULTURE

Who we are

As a team, we fully support each other so that together we can accomplish more. We enjoy wit, humor, and comradery, so working together is filled with laughter. However, we are serious about working hard with everyone putting forth their best effort and paying attention to details. We are passionate about helping others and have a heart for reaching out to those in need. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact. Agape places great emphasis on teamwork and supporting each other. We require people to be a good fit with our philosophy of how we work as a team. We need people who are hard-working, consistent, and take initiative. Listening skills and critical thinking are paramount. Open-mindedness and being comfortable in giving and receiving feedback are essential. Being flexible with change and able to work in a sometimes-chaotic environment is necessary. Since Agape is faith-based, all team members must ascribe to the AGAPE's Statement of Faith and be committed to the sanctity of human life. Team members must be committed followers of Christ and be willing to share their testimonies with gentleness and respect as in 1 Peter 3:15.

POSITION

Purpose and Scope

As an ambassador of Jesus Christ, the Director of Business Operations leads the business support and execution to further the ministry and mission of Agape and its expanded reach to the clients and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With minimal supervision, provide leadership in all areas of business and administration of the ministry.

Fiscal Management

- Support accounts payable and accounts receivable.
- Oversee bookkeeper and monthly budgetary balance sheets.
- Oversee quarterly fiscal reports for the Board of Directors.
- Work with the Executive Director to develop an annual budget.
- Implement and onboard a remote check deposit system.
- Become proficient on the QuickBooks Online system.
- Support the management of the donor database system to ensure that it is up to date and accurate.

General

- Performs HR duties and compliance
- Oversees the standardization of all administrative tools and documents
- Supervise the office assistant position and subsequent hires under the business operations purvue.
- Oversees all supply ordering and budgeting of the agency
- Manages the shared drive for all board materials and standardized forms
- Ensures all administrative tasks are completed and loaded into a centralized calendar such as basecamp
- Provide Executive level support to the Executive Director and Director of Development as required.
- Provide oversight, assistance, and expertise in administrative tasks within the organization.
- Assess and build the competencies, logistical flow, and procedures that impact the overall client experience, insuring the greatest possible positive impact toward our mission.
- Ensure that ongoing communication is being done to allow follow-up and 360-degree communication.
- Follow the ongoing model of continuous delivery (development, integration, testing, deployment, monitoring, feedback) to ensure that we are always expanding and improving how we serve our clients.

Fundraising

- Oversees the event staff related to the annual fundraising event.
- Implement new donor relation events to leverage the message, mission, and impact of AGAPE.

- Grow community branding efforts through multi-level opportunities and engagement.

Community Engagement

- Attend networking events in the community.
- Participate in community and professional associations.

Job Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Agree with and be willing to uphold the Statement of Faith, Stance on Life Statement, and adhere to the policies of the center.
- Have a bachelor's degree in business. Experience and years of related work can be substituted for educational criteria.
- Have two years of experience in the workspace, preferably with management experience or equivalent.
- Be able to provide spiritual leadership, discipleship, and support to the volunteers and fellow staff.
- Highly organized, thorough, and detail oriented.
- A professional demeanor and the highest level of discretion is essential in the management of confidential information.
- Motivated self-starter with strong problem-solving, analytical & decision-making skills who can manage people with minimal guidance.
- Ability to multi-task, learn new processes quickly, and collaborate with others giving priority to following through and producing overall quality work.

Additional Information:

Starting date: Effective on (DATE)

Starting wages: Compensation is negotiable based on experience.

Job hours: This position requires 32-35 hours per week during operational hours. Occasional evening or weekend hours may be necessary for special events.

Confidentiality: This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.

Signature of Director of Business Operations

Date

Signature of Executive Director

Date