



## 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**

- Execute accounts payable and accounts receivable.
- Bookkeeping and monthly budgetary balance sheets.
- Oversee quarterly fiscal reports for the Board of Directors.
- Work with the Executive Director to develop an annual budget.
- 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.
- Implement and onboard a remote check deposit system.

### **General**

- Performs HR duties and compliance
- Supervise the People and Culture team- 2 Care Managers and the Community Engagement Manager to create a unified culture of encouragement, exceptional customer service, volunteer engagement, and team building.
- Assess and build the competencies, logistical flow, and procedures that impact the overall client experience, insuring the greatest possible positive impact toward our mission.
- Communicate team needs/challenges to the Director of Family Services or Director of Clinic Services.
- Oversees the standardization of all administrative tools and documents
- 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.
- Strong organizational skills are essential to manage numerous details and ensure a structured approach to both resource planning and its implementation.
- 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 oversight, assistance, and expertise in administrative tasks within the organization.
- 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.

**Community Engagement**

- Supervise the Community Engagement Manager
- 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.

**Additional Information:**

**Starting date:** Effective on (DATE)

**Starting wages:** Compensation is negotiable based on experience.

**Job hours:** This position requires 40 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.

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Signature of Director of Business Operations	Date
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Signature of Executive Directive	Date
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