

Director of Operations

Regeneration Ministries is looking for a Director of Operations to oversee our growing non-profit's ongoing operations and procedures, and to enable us to scale our ministry offerings.

The Director of Operations will serve as a key member of the senior management team, reporting to the Executive Director, and responsible for the efficiency and functionality of the "business" side of the organization to maintain financial integrity and to drive extensive and sustainable growth.

As such, a qualified candidate must be an experienced and efficient leader with excellent people skills, business acumen, an exemplary work ethic, and a deep belief in Regeneration's mission.

Responsibilities

- Design and implement business strategies, plans and procedures to scale ministry operations as smoothly as possible
- Set comprehensive goals for ministry performance and growth
- Oversee daily operations of the organization's business (Finances, IT, Marketing, Donations/Sales, etc.)
- Oversee project management
- Establish and update policies that promote company culture and vision
- Evaluate and ensure legal compliance, asset management and security, and financial integrity
- Evaluate performance by analyzing and interpreting data and metrics
- Assist CEO in fundraising strategies
- Manage relationships with partners/vendors

Requirements

- Proven experience as Director of Operations or relevant role (e.g. Chief Operations Officer)
- Understanding of business functions such as HR, Finance, marketing etc.
- Demonstrable competency in strategic planning and business development
- Working knowledge of data analysis and performance/operation metrics
- Working knowledge of IT/Business infrastructure and MS Office
- Outstanding organizational and leadership abilities
- Excellent interpersonal skills
- Aptitude in decision-making and problem-solving
- Experience in non-profit management and fundraising will be a plus
- BS in Business Administration, relevant field, or comparable life experience; MS/MBA is a plus

Inquiries or questions should be sent to Traci@regenerationministries.org