

Job Description

Title: Operations Director
Reports to: President
Classification: Employee, Salaried Exempt; 30 hrs/wk
Benefits: As indicated in the Employee Compensation and Benefit Policies.

Purpose: Walking humbly and in step with the Holy Spirit; Lead, support, and encourage ministry teams to successfully accomplish their respective assignments; Work to remove obstacles to empower ministry growth and transformational impact; and Work in collaboration with the President to develop and implement ministry strategies.

Responsibilities:

A. Direct

- a. In collaboration with the President, humbly and prayerfully guide CJ ministries and staff as the **Holy Spirit** leads.
- b. In collaboration with the President, research, develop and implement life-changing Biblically-based **strategic initiatives** to maximize growth and transformational impact for individuals and families, managing within the limits of CJ's staff, facilities, and financial resources.
- c. Establish a **continuous improvement** mentality for staff and ministry initiatives while ensuring CJ's values are deeply integrated in all ministry efforts.
- d. Become the **chief encourager** of assigned staff to support and empower their effectiveness while developing self-awareness thru quality and accountable relationships.
- e. Ensure operation logistics are effectively planned and implemented and all programs run smoothly; problem solve as necessary.
- f. On a regular basis, **systemically evaluate** the ministry design, delivery processes, and staff/volunteer performance to ensure continued process improvement.
- g. Help to **identify, recruit and train** teachers, coaches, tutors, and facilitators for all ministry areas ensuring they understand and operate within the policies and CJ's Biblical culture.
- h. Ensure **Biblical truth and prayer** are integrated and taught by trusted staff, volunteers, and pastors guided by the ministry plan.
- i. Seek development of **faith-based partnerships** with churches and other ministries to enhance and expand meaningful services for the benefit of community residents.

B. Operational

- a. Effectively operate within all policies and processes established by CJ.
- b. Proactively grow and develop personal expertise and spiritual gifts through ongoing training opportunities.
- c. Staff and/or volunteer supervision of direct reports as assigned
 - i. Recruit, supervise, and train staff to effectively implement their assignments.

- ii. Develop and effectively communicate performance expectations and establish accountability relationships with staff.
- iii. Mentor staff to empower their growth and development.
- iv. Disciple and care for staff as they grow in Christ.
- d. Financial Management
 - i. Assist with the development and effective implementation of the operating and capital budgets.
 - ii. In the spirit of good stewardship, manage labor and spending within approved budget parameters.

C. Other

- a. Exemplify CJ's Biblical culture and Faith Statement by walking humbly, encouraging other's growth in Jesus, offering grace, speaking truth, promoting Biblical values, and fostering life-giving relationship in all circumstances.
- b. Ability to exhibit great compassion for lost, hurting, and under-resourced individuals, families and communities.
- c. Serve as an evangelical example desiring every person to walk in a reconciled relationship with God Almighty through redemption in Jesus's death on a cross.
- d. Clear understanding of, and commitment to, CJ's mission and vision.
- e. Adhere to and share the CJ Statement of Faith and CJ Values.
- f. Value others more highly than yourself and work effectively in teams with a teachable heart, good attitude, and unified spirit.
- g. Immediately report any learned circumstances which are the result of abuse or harm (physical, sexual, emotional, etc.) to a minor (i.e. under 18 years of age).
- h. Other duties as assigned.

Qualifications:

A. Knowledge and Experience

- a. Mature Christ-centered faith and walking with Jesus for at least 5 years exemplifying the spiritual gifts listed below.
- b. Bachelor's degree in ministry, business or fields applicable to CJ's mission and vision. A master's degree is preferred.
- c. At least five years experience in organizational leadership and supervision, demonstrating the responsibilities above, preferably in a Christ centered not-for-profit organization.

B. Skills

- a. Highly relational with the ability to effectively relate to people in all walks of life.
- b. Strong leadership, organizational, and administrative skills.
- c. Competent in Microsoft office applications and use of technology.
- d. Strong database management skills.
- e. Cultural knowledge and sensitivity.
- f. Ability to work on a team as either a leader or support staff.
- g. Time management and organizational skills.

- h. Strong written and verbal communication skills.
- i. Creativity to work within limited resources.
- j. Understand and practice principles to mitigate trauma and attachment issues.
- k. Be relational, motivate others, and use active listening skills.

C. Spiritual Gifts – Faith, Leadership, Teaching, Exhortation, Mercy

Employee Signature

Date