

Job Title: Director of Operations and Administration

Reports to: Executive Director

Job Type: Part-Time (20-25 hours per week, \$28-33 an hour depending on experience)

Join a Ministry That Makes A Difference!

About Source

Source is a Christian Ministry that brings Hope and Opportunity to the at-risk and unreached. Making a break from the past and building foundations for the future. Our mission centers on compassion, outreach, and building community in Christ. As we continue to grow, we are seeking a dedicated Director of Operations and Administration so that we can reach more people effectively.

Position Summary

The Director of Operations and Administration serves as a key organizational leader, responsible for the overall internal management and operational efficiency of Source. This role ensures effective functioning of day-to-day operations, staff leadership, strategic planning, and alignment with the organization's vision and values. This position works closely with the Executive Director and the leadership team to uphold a mission-focused, high-performance environment where both staff and volunteers thrive.

Key Responsibilities

Organizational Leadership & Strategy

- Oversee daily operations across the organization including programs, staff, facilities, finance, and development.
- Work in close partnership with the Executive Director to stay aligned with the vision, DNA, and strategic direction of the organization.
- Serve on the leadership team and actively contribute to high-level planning, decision-making, and problem-solving.
- Regularly assess and refine operational systems and organizational processes for maximum efficiency.
- Confirm that all key internal and external messages are clearly and consistently communicated across the organization.
- Participate in all major annual fundraising events and represent Source in community relations efforts as needed.
- Track and report on key operational and strategic metrics to support data-informed decision-making.

Staff Oversight & HR Management

- Ensure Source has the right people in the right seats by understanding all roles and evaluating staff fit.
- Oversee full employee lifecycle: hiring, onboarding, reviews, goal-setting, discipline, and off-boarding.
- Lead regular staff meetings, orientations, ongoing training programs, and team-building efforts, partnering with the leadership team.

- Encourage, support, and hold staff accountable for individual and team goals; assist with follow-through and perseverance.
- Celebrate staff victories, support during challenges, and foster a resilient, values-driven workplace culture.
- Ability to resolve conflicts in a compassionate and effective manner
- Work with the leadership team to manage benefits and employment compliance.
- Develop leadership pipelines and succession plans to strengthen long-term organizational capacity.

Systems, Policies & Compliance

- Design, document, and improve systems for operations, staff processes, programming, development, and finance.
- Ensure all staff follow Source's core policies, procedures, and culture expectations.
- Maintain and update the staff handbook; ensure compliance with evolving nonprofit and employment laws.
- Act as the administrative controller for all organizational tools and technologies (CRM, phones, IT systems, calendars, key fobs, data management, etc.).
- Manage external vendor and service contracts for business operations.
- Maintain business continuity and risk management procedures, including safety protocols and data privacy.

Facilities & Administrative Operations

- Oversee day-to-day operations of facilities including cleaning, maintenance, yard care, and space rentals.
- Manage all operational protocols related to Source-owned vehicles.
- Coordinate insurance coverage across programs, facilities, and personnel.
- Implement environmentally conscious practices and cost-saving measures where possible.
- Support Executive Director in decision-making and strategy implementation.

General Responsibilities

- **Prayer Support:** Pray regularly for Source's mission, staff, volunteers, and clients. Attend weekly prayer meetings with the Source team.
- **Community Engagement:** Actively participate in staff community events such as the Christmas Party, annual staff retreat, conferences, worship times, and the annual family picnic.
- **Fundraiser Support:** Attend and support Source's annual fundraising events, including the Golf Tournament, Fiscal Year End, and Fall Gathering.
- **Personal Growth & Accountability:** Maintain a personal prayer partnership with 2-3 individuals outside of Source who will pray regularly for you and the ministry.

Required Qualifications

- Passionate about serving in a Christian ministry setting
- 4+ years of experience in nonprofit, ministry or organizational leadership, operations, or HR.
- Management experience and enjoys managing.
- Strong understanding of nonprofit/ministry development, finance, and team management.
- Experience with CRM systems, IT infrastructure, and operational systems.
- Experienced with successful conflict resolution and a track record of leading diverse teams effectively.
- Strategic thinker with a systems mindset and strong attention to detail.
- Excellent interpersonal, coaching, and leadership skills.
- Proven track record of building strong teams and creating unity in organizations.

Work Environment

- This is a part-time, on-site position with occasional evening and weekend responsibilities.
- The role requires strong collaboration across the organization and occasional community engagement activities.
- Culturally diverse
- Source is a Christ-centered ministry where prayer, spiritual growth, and biblical values are foundational to our mission and daily operations. Our team is committed to living out the gospel through both word and action, creating a workplace rooted in grace, truth, integrity, and servant leadership. Staff are expected to actively participate in a faith-based environment, including prayer, spiritual development, and ministry engagement.