**Director of Operations**

**Reports To:** Co-Executive Directors

**Direct Reports:** Finance Specialist, Accountant, Admin Specialist, human resource consultants, Donor Care Coordinator

**Who we are**

Global Fellowship builds teams of cross-cultural missionaries, makes disciples, and plants new churches in the areas where people have limited or no access to the gospel. Our missionaries bring dedication and passion for spreading the Gospel of Christ. We are seeking a dedicated Director of Operations who will join our high-performance team. If you’re ready to lead the day-to-day operations of GF, we want to hear from you.

**What you will be doing**

The Director of Operations is a senior-level executive responsible for ensuring that Global Fellowship operates efficiently and effectively. You will coordinate the day-to-day activities of Global Fellowship, collaborate with Team MissionStream, and support the IT Coordinator to oversee the donor platform and meet the technological needs of Global Fellowship.

You will develop and implement strategies to improve the GF operations and identify areas in which the organization can enhance its day-to-day activities. Other responsibilities are:

* Oversee and maintain workspace as well as the facilities at the GF Home Office.
* Manage all legal matters and ensure that GF operates in compliance with relevant regulations.
* Discuss the strategies, fields, and values of Global Fellowship with other executives at the home office.
* Work closely with the Co-Executive Directors to build and follow a fiscal year budget.
* Visit the missionaries in the field and assist them with practical business functions, including banking, visas, and retirement.
* Keep track of the missionaries and partner organizations in the field and ensure their needs are met.
* Work with the Finance Specialist to oversee Global Fellowship’s finances and coordinate the volunteers' activities in the finance department.
* Ensure the Donor Care coordinator receives and responds to donor inquiries and issues on time. Assists as needed.
* Work closely with the Administration Specialist to manage the organization's calendar.
* Schedule meetings, manage agenda and lead the Home Office staff meetings.
* Develop and implement Global Fellowship's Human Resources policies to ensure all jobs are dispatched adequately with appropriate personnel.
* Raise personal financial support

**What we’re looking for from you:**

The candidate must have strong leadership skills and abilities to develop and implement effective strategies to bring about improvements and positive change in the organization. In addition, you should be able to plan, run, and monitor the day-to-day activities of Global Fellowship.

**A little about your background**:

* Human Resources background.
* Proficient in modern web applications and accounting software.
* Proven financial reporting and analytic skills with knowledge of accounting practices.
* Experience with Google Workspace, Microsoft Office suite, DocuSign, and Adobe Acrobat.

**A little about you**:

* Excellent verbal and written communication skills.
* Strong problem-solving and sound decision-making skills.
* Commitment to the mission and core values of Global Fellowship.
* Experience working with people of different cultures.
* Capable of working from 9-5, Monday-Friday.
* Able to travel to various mission fields.
* Available for occasional evening and weekend special events outside of the home office.

**Salary**

Self-funded

For more information, contact Jeremy Beaumont at: jeremy@globalfellowship.org or 530.863.9082