

Faithbridge Church

Position Description

Position Assignment:

Title:	Operations Manager
Recruited By:	Executive Director
Staff Grade:	Full Time, nonexempt (40 hrs/week)
Accountability:	Director of Development
Ministry:	Bridging For Tomorrow

Summary of Position:

Under the direction of the Director of Development, the Operations Manager oversees the day to day operations of the office, including but not limited to implementation of organizational strategies, policies and practices.

Purpose:

To provide high quality and excellent service, with the right heart attitude, guiding the organization and directing it to achieve goals and objectives set up by the BFT lead team. In doing so, the mission and vision of Bridging For Tomorrow can be carried out at all times.

Duties & Responsibilities:

1. Bridging for Tomorrow

- Improve the operational systems, processes and policies in support of the organization's mission -- specifically, support better management reporting, information flow and management, business processes and organizational planning
- Manage and increase the effectiveness and efficiency of Support Services (HR and IT), through improvements to each function, as well as coordination and communication between support and business functions. Communicate and train staff members on these policies
- Play a significant role in long-term planning, including an initiative geared toward operational excellence
- Oversee organizational insurance policies and risk management for the organization including waivers, policies and procedures for staff and volunteers that protect the organization
- Manage facilities of the office and community space to ensure proper maintenance, flow, scheduling and safety for staff, volunteers and community members while at BFT offices. Train staff on all safety procedures and facility guidelines.
- Manage contracts with vendors of the organization; ordering/keep up to date supply's inventory
- Promote BFT and its mission, acting as an ambassador, for the purpose of recruiting allies and investors to engage in our community development efforts

- Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Director of Development/ Executive Director
 - Track department expenditures and review budget performance monthly
2. Must attend weekly staff meetings and occasionally other meetings as directed by supervisor(s).
 3. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. This position will be reviewed at the end of each fiscal year.

Skills and Educational Requirements:

- The Operations Manager needs to exhibit strong organizational skills as well as flexibility to adapt to unpredictable situations.
- Proficiency in Microsoft Office Applications.
- Excellent writing, communication and interpersonal skills.

Organization Relationship:

This position shall be directly accountable to the Director of Development of Bridging for Tomorrow. This position will have contact with paid staff and community members.

Working Conditions:

Position is 40 hours per week. This position requires work hours at the BFT office and occasional work during the weekends and evenings.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, good organizations skills, ability to use discernment in making decisions, problem solver; and team player.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name