

Planting Roots Operations Director Job description

Administrative Team Lead

Reports To

The Operations Director will report to the Executive Team.

Job Overview

The Operations Director is responsible for all areas of administration. She will coordinate and develop a team to manage finances, state registrations, human resources and strategic planning. She will meet regularly with her team. She will be the point person for all administrative duties.

Responsibilities and Duties

A. General Responsibilities

1. Support the vision and mission of Planting Roots.
2. Develop a team to complete administrative tasks including finance, human resource management, compliance, and strategic planning.
3. Organize and participate in monthly Senior Staff Meetings, including submitting an Operations Team Report.
4. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization

B. Job-specific Responsibilities,

1. The Operations Director will:
 - a. Manage and maintain the calendar and google drive for PR.
 - b. Organize meetings and remind staff when necessary. Collect staff team reports and develop agenda for senior staff meetings. Write and publish minutes of senior staff meetings.
 - c. Collect Operations Team reports and encourage the team. Coordinate with administrative assistants on each team to encourage communication and streamline processes. In the absence of administrative assistants for a team, she will provide the team director with administrative support.
 - d. Archive organizational information as necessary. Write and maintain job descriptions.
 - e. Complete EFCA (Evangelical Council for Financial Accountability), Guidestar, and CFC (Combined Federal Campaign) applications annually.
2. During events, the Operations Director will communicate with Logistics Coordinator to assist with registration as needed.
3. Admin Specific:
 - a. Provide assistance for the Operations Team as needed.
 - b. Collect Signature pages, update headshots and bios annually for all staff.

Qualifications

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours monthly, minimum three-year commitment preferred.

- Financial Commitment: Attend all conferences as able. Attend Staff Retreat every other year, as schedule allows..
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of three years' experience in leadership, preferably in the context of ministry. Familiarity with online social media and website platforms a plus. Works well with a team, especially in a remote capacity. Experience in organizing data and using google drive. Willing to work with a variety of personalities and maintain contact with staff in remote locations.