



JOB DESCRIPTION

Position Title: Operations Director

Reports to: Board President

Projected Hours/Week: 20 hours/week, all online.

Position Type: Independent contractor; no benefits provided.

POSITION SUMMARY

The purpose of this position is to manage the overall operations of Key Ministry, including daily operations and event management.

Daily Operations

- Main contact for website, contact forms, phone, billing/accounts, etc. Respond to inquiries directly or assign to another staff member.
- Perform daily accounting tasks (QuickBooks) and monthly reports. Prepare reports for board, tax prep, etc.
- Perform administrative tasks for board to include scheduling of meetings and distribution of agenda/supporting materials.
- Oversee branding of existing materials and creation of new ones.
- Manage team calendar and communication. Work with all team members. Convene team meetings as necessary.
- Coordinate prayer team (including creating weekly prayer list) or designate team member to fulfill duties.
- Acknowledge and track incoming donations, prepare end-of-year tax letters, coordinate fundraising efforts with President.
- Oversee website maintenance to include updating church database, events, etc.

Event Management

- Event management and logistics for Key Ministry conferences.
- Primary contact for venue and vendors.
- Lead organizer for timeline and task assignments.

SKILLS

- Ability to manage projects, including administrative daily tasks (to include accounting), weekly tasks (to include communicating with prayer team), monthly tasks (to include running payroll), quarterly tasks (to include preparing for and supporting board meetings), and other tasks (to include donor relations).
- Computer skills required; familiarity with QuickBooks, Squarespace, Mailchimp, and Asana preferred.
- Experience in event management preferred.
- Ability to attend Key Ministry conferences in-person for onsite event management.

FAITH REQUIREMENT

Must accept [Key Ministry's Statement of Faith Essentials](#).