**VIRGINIA MENNONITE MISSIONS**

**Position Description**

Last Updated: 10/22/20

**Title:** **Director of Operations**

**Level:** VIII

**Job Statement:** Oversee the support services of VMMissions including finance and investment management, human resources, risk management and insurance, legal compliance, facilities, all with a view to undergird VMMissions’ efforts to make disciples of Jesus from many cultures (Matt. 28:19).

**Supervised by:** President

**Load:** Up to 100%

**Classification:** Exempt (professional and administrative exemptions)

**Qualifications:**

1. Demonstrates an active faith in Jesus Christ, commitment to the church (preferably within Virginia Mennonite Conference), and passion for God’s reconciling mission.
2. Commitment to VMMissions’ Personal Covenant and embrace of VMMissions’ vision, mission and strategic plan.
3. Strong reputation, demonstrated leadership, and strong administrative skills combined with a working style that is relational, facilitative and collaborative.
4. Ability to communicate effectively in personal and public venues.
5. Strong competency in creating and analyzing financial statements and reports, and in budget preparation and administration.
6. Technical writing ability for developing documents (i.e., memoranda of understanding, policy manuals, job descriptions).
7. Proficiency in the following programs required: Word, Excel, PowerPoint, Zoom or equivalents. Ability to learn and proficiently use Financial Edge and Raiser’s Edge software.
8. Undergraduate degree required with advanced degree or certification in accounting, finance, or law, with preference for CPA.

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|  | **Responsibilities** |  | **Activities** |
| 1 | Oversee support services and administrative functions | 1.1 | Serve as team leader of the Support Services Team, giving oversight to finance and investment management, human resources, risk management and insurance, information systems and facilities.  |
| 1.2 | Serve as a member of the Leadership Council with attention to organizational issues and administrative solutions relevant to Leadership Team agenda. |
| 1.3 | Assist President with providing the organizational structure and administrative support for new initiatives.  |
| 1.4 | Monitor compliance with ECFA standards. |
| 1.5 | Monitor and develop key metrics in support services (income/expense analysis, expense allocation, worker census, health pool, endowment performance) and oversee reporting of metrics to President and, at President’s request, the Board. |
| 2 | Oversee finances and investments  | 2.1 | Oversee the financial functions of VMMissions and support finance office tasks and reports. Periodic review of staff workflow and work with staff to improve efficiencies and skill redundancy. Support drafting of standard operating procedures for financial processes. |
| 2.2 | Oversee and support enhancements in internal controls. |
| 2.3 | Guide budget development process and monitor budget administration, including worker accounts. |
| 2.4 | Analyze financial position and propose corrective actions.  |
| 2.5 | Establish structure, administrative support and financial reporting systems for subsidiary activities (i.e, B4T loan making). |
| 2.6 | Support audit process and presentation of audit to Finance Committee, including responding to any items noted in the management letter. |
| 2.7 | Support Advancement Team to assure regulatory compliance and best practices in areas of charitable gifts, establishment of endowments, charitable distributions, and other tax-exempt issues. |
| 2.8 | Monitor and analyze the performance of VMMissions’ investment and investment managers. Meet periodically with fund managers. Organize periodic review of investment and endowment policies, and assist in the development of new policies.  |
| 2.9 | Prepare financial reports and analysis for the President, Finance Committee and Board. Work with the Finance Committee chair to set committee agendas and manage the work of the Committee. |
| 2.10 | Stay abreast of best practices and monitor compliance with regulations pertaining to VMMissions’ financial management, including international grant making.  |
| 3 | Oversee human resources | 3.1 | Oversee the human resources functions of VMMissions, including the processes of hiring of office staff and appointing mission workers, staff training and development, administration of salary and benefits, workplace safety and health, and regulatory compliance across all classifications and categories of employees.  |
| 3.2 | Resolve/clarify classification of workers for all HR and payroll purposes. Review or, as necessary, draft secondment agreements and other worker MOUs as necessary to clarify employment relationship and personnel issues.  |
| 3.3 | Ensure consistent application of HR policy and procedures; review and propose revisions to existing policies and procedures (i.e., worker handbooks) and develop new ones in accordance with HR best practices. Stay abreast of HR laws and compliance issues for churches/nonprofits.  |
| 3.4 | Serve as Mutual Aid Sharing Plan (MASP) member and attend MASP meetings and interagency HR meetings with VMMissions’ HR Manager. Make recommendations to the President in regard to any MASP amendment or material decision. |
| 3.5 | Support HR Manager in developing and fielding questions about worker budgets and HR issues affecting workers. |
| 3.6 | Support periodic wage, salary and benefit review for external comparability and internal equity. |
| 3.7 | Assure agency meets applicable health and safety regulations, including workplace safety. |
| 4 | Oversee risk management  | 4.1 | Periodically review scope of insurance coverages to assure agency risks are adequately insured. Periodically reprice insurance for potential savings. |
| 4.2 | Collaborate with Leadership Council to review existing and emerging programs (i.e., domestic church planting, E3) and events (i.e., fundraising events, worker retreats) periodically to assure agency meets applicable standards of care, and identify and address ways of meeting standards of care in new programming |
| 4.3 | Arrange periodic trainings of staff and workers in areas relevant to health and safety (i.e., child safety, anti-harassment, First Aid)  |
| 4.4 | Monitor compliance with applicable laws and regulations and stay abreast of latest developments and best practices in nonprofit organizational management. Assist President in retaining outside legal counsel as needed. |
| 4.5 | Review MOUs and partnership agreements to assure clarity in roles and responsibilities of VMMissions. |
| 4.6 | Review all contracts prior to signing by any staff. |
| 5 | Oversee facilities management | 5.1 | Analyze/develop plan for facilities maintenance, repairs and replacements. Assure building meets OSHA requirements. |
| 5.2 | Support Assistant to the President in facilities questions, including leasing. Review lease agreements as needed. |
| 5.3 | Carry out special projects in regards to real or personal property of the agency at request of the President.  |
| 6 | Miscellaneous | 6.1 | Attend staff meetings, planning meetings and retreats. |
| 6.2 | Attend Board meetings when schedule permits and as requested. |
| 6.3 | Perform other duties as needed. |