



Director of Operations

Organization

A Family for Every Orphan is a Seattle, WA based 501(c3) non-profit Christian organization whose mission is to help orphans find loving families in their home countries. We believe children belong in families and our vision is to see a world without orphans. See: www.afamilyforeveryorphan.org.

Position Type: Full-time

Salary: \$40K/year

Location: Remote

Deadline: 03/09/2020

Benefits: None

Summary of Role

The Director of Operations is a member of the senior leadership team who will work closely with the Executive Director and Director of Programs to help execute A Family for Every Orphan's operational goals. You will play a vital role on our small and close-knit team, guiding the internal organizational processes and infrastructure that will allow AFFEO to grow and achieve its mission to see orphans placed into families. The successful candidate must have management and/or administrative experience, be an excellent writer and communicator, possess strong organizational skills, have some experience or education in non-profit management and finances, be able to work independently, and a desire for helping orphans. The Director of Operations will be prepared to act as interim Executive Director if necessary.

Description of Duties

- Daily Administrative tasks/functions (30%)
 - Supervise day-to-day operations of the organization (e.g. email/phone queries, digital mail system, customer service)
 - Coordinates regular meetings with staff to facilitate distribution of work and monitor/discuss progress on tasks
 - Ensure meeting information, agendas, and supporting material are available for all meetings, including materials for speaking engagements and Board of Director meetings
 - Develop systems to support smooth Board operations (policies and procedures manuals, standardized letters, and processes)
 - Charitable solicitation registrations (annual)
 - Registrations – Combined Federal Campaign, Evangelical Council for Financial Accountability, Christian Alliance for Orphans, etc. (annual)
 - Participates in board of director committees as needed (e.g. Compliance, Finance, Fundraising, Marketing)

- Supervise event planning (1-2x/year)
- **Communications (30%)**
 - Manage communications calendar and write and/or coordinate all AFFEO communications including all appeal and update mailings, Annual Report, brochures, and special items
 - Oversee graphic design work
 - Work closely with printer for all printed collateral
 - Supervise digital communications including social media, marketing emails, and website content
 - Supervise Pray for Every Orphan initiative
 - As needed, assist grant-writer with grant proposals and follow up reports
- **Finances (30%)**
 - Provides financial oversight and monitoring (with Treasurer)
 - Responsible for all financial records
 - Manage weekly donations, vendor files and all transaction coding (working with outsourced bookkeeping company), review credit card and bank statements (monthly)
 - Oversee Audit/taxes/quarterly files
 - Work with Executive Director to develop annual budget and financial plans
 - Work with Director of Programs to prepare program budget, grant budgets and approve program expenditures
 - Participate in monthly finance call with Finance team
 - Review and analyze financial reports for quarterly board meetings
 - Work with the Executive Director to identify and write business and accounting policies
 - Develop, maintain and implement effective internal controls
 - Become an “administrator” of the organization’s bank account
- **Human Resources (10%)**
 - Review and approve monthly payroll
 - Work with Compliance committee to develop HR policies
 - Maintain HR files for staff
 - Coordinate staff annual reviews
 - Keep employee vacation calendar up to date

Qualifications

- Bachelor’s degree and/or Master’s degree
- At least 4+ years of professional experience with an emphasis in management, finance and/or communications (equivalent combination education and experience may be considered)
- Proficiency with Microsoft Excel, Word and PowerPoint / general computer literacy
- Strong computer literacy in QuickBooks accounting system and Excel
- Substantial knowledge of nonprofit accounting principles and procedures
- Experience with preparation of audited financial statements and tax returns
- Demonstrated ability to coordinate and facilitate the completion of large administrative projects in a timely manner, including meeting strict deadlines

- Demonstrated proficiency in organizational, managerial, and communication skills
- Excellent writing skills, including adaptability in marketing strategies and the ability to emulate the “voice” of AFFEO
- Strong written and oral communication skills, including the ability to draft correspondences and other communications quickly with minimum direction
- Excellent customer service skills
- Strong relationship builder and communicator with experience leading diverse work teams, developing organization-wide strategies for administrative excellence, and partnering with an Executive Director and board of directors
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact
- Experience facilitating meetings
- Keen attention to detail with the ability to track and manage multiple projects at one time
- Ability to act efficiently on last minute projects
- Proactive and service-oriented personality
- Excellent judgment, discretion, and diplomacy
- Demonstrated commitment to ethical business practices, and ability to generate trust and credibility with colleagues across all levels of the organization
- Self-starter with demonstrated ability to work both independently and within a team
- Passionate about A Family for Every Orphan’s mission and able to promote and communicate the philosophy, mission and values of AFFEO to external and internal stakeholders
- Willingness to participate in work-related decisions and activities reflecting AFFEOs Mission Statement and Statement of Faith
- Ability to telephonically attend board meetings once a quarter during non-business hours (6-8pm PT)
- Available for travel (international and within US) as needed. This will amount to no more than 10% of the year
- Committed long-term investment in AFFEO
- Willingness to participate in occasional meetings outside normal business hours due to time zone differences of other staff

Desired Qualifications

- Design experience/familiarity with InDesign and Adobe Illustrator

To apply

Please send cover letter and resume, including where you learned of this position, to resources@afamilyforeveryorphan.org by 03/09/2020.