

Job Description for Operations Manager of Iron Rose Sister Ministries (IRSM)

We are looking for a passionate, motivated sister in Christ to join our multilingual women's ministry team as a full-time Operations Manager. The Operations Manager will help facilitate the growth of IRSM and the fulfillment of its vision through the organization and delegation of tasks among the Iron Rose Sister Ministries Team. Her primary responsibilities encompass the internal communications and management of the Team, as guided by the Board of Directors and the Executive Director.

As detailed on the second page, the responsibilities of the Operations Manager facilitate the effective distribution of tasks, communication, acquisition, and retention of the IRSM Team in order that it can continue to equip more women to connect to God and one another more deeply across the Americas.

Requirements:

- A missions-minded, servant-hearted, spiritually mature Christian woman with a can-do attitude
- Excellent verbal and written communication skills in English
- Passionate about equipping women to connect to God and one another more deeply, across the Americas (IRSM's mission)
- Professionalism and integrity as a representative of IRSM
- Active member of a local church
- Organized
- Excellent knowledge of MS Office (Word, Excel, PowerPoint)
- Holds a bachelor's degree or higher in a related field
- Managerial experience is a plus
- International and cross-cultural experience, including Spanish language skills, is a plus
- Non-profit experience is a plus

Compensation:

- This full-time contracted position offers a range of salary and benefits between \$52,000–\$57,000 per year, commensurate based on experience.
- As a 501(c)(3) registered nonprofit, all IRSM funding comes through individual and church donations, as such, the Operations Manager plays a vital role in the financial wellbeing of IRSM.

Expectations:

- Manage overall operations and assignment of tasks among team members
- Serve as a team representative to the IRSM Board of Directors
- Interview, hire, and assist in training of new team members
- Maintain updated documentation of job descriptions and processes/procedures
- Assist in event planning and coordination, communications and updates sent to customers, and organizational relations with vendors and partners.
- Participate in IRSM activities, studies, events, etc., with the purpose of relationship-building with customers and representation of IRSM, as availability permits

Note: The full job description and expectations of this position will be prioritized by time allotted in the gradual increase of hours and the development of this role.

More Detailed Expectations for Operations Manager of Iron Rose Sister Ministries (IRSM)

- **Human Resources**
 - Write and maintain updated job descriptions for all team positions
 - Interview and hire new or replacement team members
 - Assist in training new team members - this includes but is not limited to: direct training, delegation of training to other team members, checking-in frequently to ensure the new hire is confident in her/his role, etc.
 - Collect, file, and send required documentation (signed contract, tax and identification documents) to the accountant for payroll setup
 - Create new or reassign existing email addresses, shared files, and other documentation for new hires
 - Oversee annual evaluations of Team members (coordinated with respective supervisors)
 - Communicate ministry policies including, but not limited to: annual holidays, travel reimbursement, IRSM Vision and Mission, Ambassador, and Publishing to team members and Ambassadors
 - Serve as an intermediary when needed between team members
- **Team Operations**
 - Facilitate and document weekly team meetings
 - Communicate relevant updates from Team Meetings to all staff and contracted workers
 - Delegate tasks to team members based on their job descriptions and strengths
 - Maintain high-level knowledge of day-to-day tasks
 - Communicate regularly with the Executive Director and Assistant Director regarding upcoming ministry events
 - Maintain a working document of processes and procedures
 - Oversee team members' respective documentation of their tasks
- **Board of Directors Relations**
 - Attend quarterly Board meetings
 - Establish and communicate expectations for IRSM Committee co-chairs and members
 - Update the Board on Team happenings, upcoming projects and events
 - Relay pertinent Board decisions and approvals to the Team
 - Communicate regularly with Board President on the high level implementation of ministry goals and team delegation
- **Customer Relations**
 - Proof-read written communications and updates before they are sent (this includes but is not limited to: blogs, newsletters, Annual Report, brochures, grant requests, etc.)
- **Event Organization**
 - Aid in event planning and promoting
 - Ensure the vision of the ministry is maintained in all settings

Other Responsibilities

- There may be times when the immediate supervisor will assign specific tasks not described in this document that support the fulfillment of the role of this position within the organization.