



Director of Operations

Rising Hope Mission Church (United Methodist) is a safe place where you can gain spiritual and physical sustenance. We have several worship opportunities available and offer assistance through our Food Market, Rising Hope Kitchen, Hope Closet, Hypothermia Shelter, and countless other need-based services.

This position reports directly to the Lead Pastor.

Director of Operations Job Responsibilities:

- Maintain a culture among staff and volunteers that exemplifies Rising Hope's core tenants of creating a loving and inclusive environment for all persons.
- Exemplify the standards necessary to lead within a faith community environment.
- Plan and monitor day-to-day operations of facilities and personnel
- Supervise a team of direct reports
- Operationally oversee the Community Outreach and Intake Worker through New Hope Housing.
- In collaboration with Community Outreach and Intake Worker, assist clients with emergency requests and referrals; manage emergency assistance funds.
- Speak with donors regarding financial and material needs of Rising Hope's ministries; coordinate tours for potential donors
- Participate in the planning and implementation of new and existing Rising Hope initiatives in collaboration with the Administrative Board and Lead Pastor.
- Organize special community events such as Angel Tree Gift Program and mission groups visits, in conjunction with appropriate staff and volunteers
- Participate in Administrative Board monthly meetings and oversees charge conference reporting
- Ensure grant reporting is timely and accurate in collaboration with the IT/Finance Director and relevant programmatic staff
- Manage special events and occasional activities as needed
- Supervise all building maintenance and repairs in conjunction with the Trustees
- Oversee transportation program, including vehicle maintenance and other tasks as needed
- In collaboration with the Lead Pastor, assist in building and maintaining relationships with community partners

- With other staff as needed, maintain and schedule custodians for normal operations and 7 days a week during hypothermia season
- In collaboration with the Office Manager, schedule all quarterly yearly inspections such as fire extinguisher, range hood, fire department, elevator, and HVAC.
- Handle quarterly security awareness to include education and/or drills needed to maintain safety of staff and members
- Oversee Sunday morning audio and visual.

Work Hours and Benefits:

- Full Time
- Paid Vacation and Sick Leave
- Access to Personal Investment Plan Match

Skills and Qualifications:

- Detail oriented
- Strong organizational skills
- Problem solver
- Excellent oral and written communication skills
- Ability to work in a fast-paced environment
- Ability to relate comfortably and confidently with people from very diverse backgrounds and cultures
- Willing to work some evenings and weekends for volunteer or organizational events as needed
- Strong customer service attitude
- Ability to meet schedules and deadlines
- Ability to work independently or with others
- Ability to forecast for annual budget needs
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat and Google Suite
- Valid driver's license and current automobile insurance
- Must be able to pass a background check in order to supervise student volunteers

Education and Experience Requirements

- Associate Degree in business, human services, or other related field
- Prior experience in management or as director
- Demonstrated ability to manage budgets

Preferred:

- Bachelor's Degree in human services or related field
- 5 years experience in nonprofit or faith based work environment

To apply for this position please send an inquiry email to events@risinghopeumc.org.