



MISSIONTRIANGLE

Director of Operations

Status: 40-45 hours per week – full-time, exempt, office-based

Reports to: Executive Director

Mission Triangle

Mission Triangle is a nonprofit located in the Triangle with a nearly 30-year history dedicated to expanding the impact of Christian-led nonprofits. We believe healthy, Christian-led nonprofits transform communities and we are fortunate to have a front seat to equipping and partnering with hundreds of organizations on their journey to health and sustainability.

We have the privilege of helping nonprofits turn their passion into nonprofit best practice by teaching biblical truths with sound business principles. If you desire to belong to a team that is focused on impacting the lives of others every day, this organization could be a great fit for you.

Our clients are faith-motivated nonprofits with a general operating budget of \$50k – \$4 million. Many are grass-roots organizations that developed to meet a particular need they saw and courageously stepped forward to fill. If you have experience working with nonprofits – or desire to experience the joys of working with organizations doing incredible Kingdom work – we extend a welcoming offer to apply for this unique role.

Position Overview

The Director of Operations will be responsible for leadership, management, and accountability for the Mission Triangle staff team, working to move the mission of the organization forward by ensuring alignment and effectiveness across all functional areas of the organization. This role functions as the integrator of the organization with management responsibility for the program, operations, and communications staff teams. Ideal candidates will thrive in an environment where they are asked to turn vision into action and build systems and structures to support a healthy growing ministry.

You will love it here if you:

- Are **GOSPEL-FOCUSED**
- Are committed to **EXCELLENCE**
- Enjoy serving the **COMMUNITY**
- Have a heart for **GENEROSITY**

You'll be successful in this role at Mission Triangle if you:

- Enjoy working in a collaborative team environment.
- Thrive in a fast-paced, dynamic work environment.
- Skilled at bringing calm, logic, sequence (systems and structures) out of missional vision and excitement
- Enjoy leading teams to success through strong administration, technical, numerical, and analytical skills.
- Skilled at identifying, facilitating discussions to solve issues in an efficient way by leveraging the skills and perspectives of the leadership team.
- Desire to have a front row seat in making a difference in the lives of individuals and organizations.

As a member of this team, you will have a leader who is committed to:

- Taking time to truly understand your role, unique gifts, and how you can contribute to the mission



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- *A culture of continual growth (stepping into excellence rather than leaping into excellence)*
- *Availability and accessibility to you through weekly one-on-one meetings with a shared agenda*
- *Acting with Kingdom impact in mind*

Duties and Responsibilities

- **Provides leadership and development for the staff team** (Administrative, Operations, Program, and Fee-for-service staff)
 - Work with the executive director to set organizational strategy and key objectives
 - Help to identify development opportunities and remove barriers to execution of goals
 - Ensure regular performance management conversations across the organization
 - Manage organizational calendar to ensure alignment of staffing and resources
- **Lead organization to execute on strategic goals and objectives**
 - Establish and clarify organizational priorities and goals to deliver on the mission
 - Facilitate strategic planning process and periodic review meetings
 - Ensure an effective strategic plan is in place to deliver fee-for-service goals:
 - Pathway, pricing models, cohorts, licensing, replication
 - Manage cross-functional projects & new initiatives
- **Financial Oversight**
 - Provide timely financial reporting to ED and Mission Triangle board
 - Manage all aspects of Mission Triangle Financial Policies and Procedures
 - Lead and facilitate the annual budgeting process
 - Work with TJ&T to file 990, annual tax reports, ECFA accreditation, and audit
 - Serve as staff liaison to board finance committee, including participating in committee meetings and reports
 - Ensure fee-for-service products and offerings hit revenue targets
 - Establish and manage a fee-for-service billing process
- **Operations & Administration Oversight**
 - Manage of vendor contracts to ensure organization departments are resourced appropriately
 - Oversee all HR functions & vendors to ensure organizational compliance and best practice
 - Provide strategic recommendations on HR policy updates and/or market adjustments
 - Manage IT resources, including in-house staff and external vendors
 - Oversee all MT facilities and environments
- **Program Oversight**
 - Oversee the Program Department to grow consulting, training & assessing offerings
 - Facilitate the integration of new service offerings (cohort, Pathway, etc.) into our program

Qualifications

The Director of Operations must be a follower of Jesus Christ. He/she must also be committed to growing as a nonprofit leader, learner, teacher, and coach. In addition, the following qualifications are desired in this role:

- Agreement with the MT statement of faith, values, and core beliefs
- Professional Organizational Development / Operations experience (business and nonprofit preferred)
- Project management expertise in a matrix organization
- Proficient with technology, organization and team software applications (ie. Excel, PPT, Salesforce)



- Minimum of 5 years management / supervisory experience
- Master degree preferred

Compensation

40-45 hours a week; benefits include PTO, paid holidays, and 401K.

Working conditions

The Director of Operations is expected to work an average of 40-45 hours per week. The job is predominantly office-based / core office hours Monday-Friday 9am-5pm. Employee will need to be able to periodically lift 25-pound objects.