



### **Job Title**

#### **Operations Specialist**

**Posting August 1-September 15**

### **Job Summary**

Christian community development organization seeking strategic, analytical and detailed individual for day-to-day program and administrative planning, direction and collaboration with the Executive Director and the overall organization. **Food for His Children is a small Christian nonprofit working to eradicate extreme poverty in rural Tanzania.**

### **Hours of Work**

Full-time exempt position with flexible hours and flexible working location

### **Salary**

\$36K-51K: experience dependent

### **Responsibilities**

#### ***Business Management and Development 55%***

- Travel to Tanzania 1-2 times annually to work alongside Food for His Children (FFHC) NGO employees, assess program outcomes and development needs and provide training as needed
- With the Executive Director, provide capacity building for FFHC's Tanzania employees and volunteers, the leaders of tomorrow who are serving God with their gifts and talents daily
- Build FFHC leaders to be Christlike and to identify and use their gifts and talents
- Support and strengthen the ministry so that it can represent Christ and function in a way that uses the resources God has provided in the way He intended. This requires prayer and focus on what God wants for daily operations.
- Oversee daily operations of the company and the complete scope of work supporting the organization's mission
- Assist with strategic planning to generate improvements to existing programs and the [Farm and Innovation Center](#) and assist with development of new programs
- Provide Financial Management including accounting and \$350,000 budget
- Provide website management
- Implement oversight and management of marketing needs and Market research to promote growth and new partnerships
- Assist in finding new employees and volunteers
- Improve policy and procedures:
  - Develop a method to review legal documents and ensure compliance with local and national policies, regulations, and laws in the US and Tanzania
  - Assist in creating efficient internal processes, policies and procedures for the organization

#### ***Program Design and Analysis 20%***

- Data analyses for program impact and evaluation, improve program evaluation methods, ensure data collection and data accuracy, and organization processes
- Assist with implementing program design improvements



- Oversight and management of the organization's web-based CRM database, including CRM data entry, records maintenance and information management.

#### ***Project Management 25%***

- Project management for construction at the Farm and Innovation Center in Tanzania
- Provide business plan development and implementation for the Farm and Innovation Center
- Assist with establishing and implementing annual plans for departments
- Assist with event coordination
- Oversee and improve use of technology in the organization

#### **Required Education/Experience**

- Desire to live and lead like Jesus
- Bachelor's degree in Business Administration, Community Development, Nonprofit Management, Project Planning, Project Management or related field or equivalent experience
- Ability to manage multiple, high priority tasks
- Skilled in data analysis, performance/operation metrics, business infrastructure
- Proven experience with software platforms like Mailchimp, Google docs, Basecamp or other project planning tools
- Highly skilled and experienced with Microsoft Office
- High attention to detail and critical thinker with excellent organizational skills and the ability to prioritize and execute
- Self-motivated, self-starter and have the desire and ability to successfully work independently and as a part of a team
- Excellent written and verbal communication skills
- Strong service and work ethic, ability to meet deadlines, and the ability to contribute to the overall quality and direction of the ministry

#### **Preferred Skills & Experience**

- Comfortable working across all social media platforms
- Three to five years of experience or equivalent in managing operational tasks
- Proficient with technology including computer hardware, software, operating systems, video conferencing and meetings, and managing and tracking systems
- Solid interpersonal skills; Experience in fundraising will be a plus
- Training and experience with CRM databases
- Use strategic thinking and ability to sort through the clutter and find the best route
- Take great satisfaction from being a hard worker and accomplishing daily tasks
- Energized by solving problems
- Appreciate order, routine, structure, and advanced planning
- Desire to search for reasons, causes, patterns, and connections when making decisions
- Ability to transform projects and experiences from good into excellent

Send cover letter and resume to [hartrd@aol.com](mailto:hartrd@aol.com).