

Position—Director of Operations

Reporting to the Executive Director, the Director of Operations will be responsible for providing administrative stability for an organization desiring to grow. Embracing PTM's Christ-centered mission, the Director of Operations will focus on organizational development.

Responsibilities

General:

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Be personally familiar with all PTM programming.

Human Resources:

- Lead in orientation of new staff.
- Run payroll.
- Administer health insurance benefits.
- Lead in hiring of new staff.

Financial Management:

- Process and receipt donations.
- Maintain financial records.
- Pay bills.
- Coordinate with vendors.

Communications:

- Maintain updated website.
- Maintain organizational documents on cloud drive.
- Communicate regularly through social media.
- Work with staff to send out mailings.

Organizational Leadership:

- Participate in and support volunteer committees.
- Oversee administrative interns.

Volunteer Coordination:

- Coordinate volunteer groups.
- Cultivate relationships with volunteer sources—Hands on Nashville, Schools, Website.
- Direct new volunteers to appropriate program leader.

Office Management:

- Maintain an effective office environment.
- Answer the phone and direct all calls to appropriate person.

Work Schedule

This is a full-time, exempt position, requiring an average of 40 hours/week, Monday through Friday, with some evenings and weekends required. The Director of Operations will work typically M-F from 9-5.

Benefits

- Salary: \$32,000 per year.
- Benefits: \$2,500 per year towards health care expenses (optional enrollment in PTM plan).
- 15 days of paid vacation and 2 sick days. Compensatory days to be worked out with supervisor.