



Director of Operations

Job Title: Director of Operations

Supervisor: Executive Director

Location: Wilson Center

Position Type: Full-time

Exemption Status: Exempt

The Director of Operations will oversee the daily operations of Preston Taylor Ministries including human resources, financial management, property management, and organizational leadership. PTM exists to provide opportunities for children and youth to experience “joy-filled friendships” and to pursue their “God-inspired dreams.” Embracing PTM’s Christ-centered mission, the Director of Operations will represent PTM to the children and their families, volunteers, supporters, and the community we serve.

Roles and Responsibilities

Organizational Leadership

- Help shape the culture of PTM by creating strong relationships, encouraging intentional communication, building effective teams, holding staff accountable, and promoting overall organizational effectiveness
- Provide leadership, direction and coaching for staff members
- Oversee PTM’s calendar of events from an organizational wide perspective
- Create PTM’s policies and procedures and ensure adherence of those policies and procedures throughout the organization

Human Resources

- Work with PTM board’s personnel committee to strengthen PTM personnel policies and practices
- Ensure pay-roll is run regularly and benefits plans are maintained for PTM employees
- Maintain company employee files and ensure compliance
- Lead in recruiting, hiring, new hire orientations, professional development, and training
- Collaborate with HR Consultant for any employee relations conversations or other HR related issues as needed

Accounting

- Work with accountant and fundraising team to ensure accounts receivable and accounts payable are maintained
- Manage PTM budget and update staff regularly
- Work with accountant, board treasurer, board president and executive director to complete the financial audit

Property Management

- Supervise Property Manager who maintains PTM properties including Wilson Center, LEAP House, PTM vehicles and borrow or rented spaces

- Work with Property Manager to lead Property Committee
- Ensure compliance with laws such as vehicle registration, alarm permits, etc

Qualifications and Education Requirements

Bachelors or Masters Degree in Business, Business Administration, or similar field
CDL is a bonus!

Preferred Skills

The ideal candidate should be skilled in leadership, project management with strong organizational skills

This individual should have excellent communication skills with the ability to build strong relationships across the organization.

Preston Taylor is an Equal Opportunity Employer