

POSITIONAL DESCRIPTION

OPERATIONS MANAGING DIRECTOR

QUALIFICATIONS

- Must live up to the leadership covenant
- Must be an excellent communicator
- Must understand the voice of Hoboken Grace
- Must be able to lead leaders
- Must be able to recruit effectively
- Must be detail oriented
- Must have excellent time management skills
- Must be a quick learner
- Must be technologically savvy
- Must excel in multitasking
- Must be an excellent planner

TIME COMMITMENT

50 hr/wk

- Staff Management (5 hr/wk)
- IT Leadership (10 hr/wk)
- HR (10 hr/wk)
- Communication Oversight (10 hr/wk)
- Systems Development (5 hr/wk)
- Financial Oversight and Reporting (10 hr/wk)

WHAT A WIN LOOKS LIKE

Staff members are trained, informed, and cared for.

- Staffing levels meet the organizations needs.
- Staff is informed and engaged concerning policies.
- Staff culture is consistent across departments.
- People understand exactly when and where to obtain information.

Systems allow for great communication and resourcing.

- Our technology systems are exponentially increasing our effectiveness.
- Finances are tracked and reported flawlessly.
- Our community is engaged with our communication system.

Our story is being communicated.

- Our city knows what God is doing at Hoboken Grace.
- Our church knows what is happening at Hoboken Grace.
- God is being celebrated at every level of Hoboken Grace.

KEYS TO WINNING

Staff members are trained, informed, and cared for.

- Staff hiring process is documented and consistently executed.
- Staff onboarding processes are documented and consistently executed.
- Staff is consistently engaged about changes, updates and enhancements to HR systems.

Systems allow for great communication and resourcing.

- The Hoboken Grace website and app are easily engaged and updated by staff.
- Financial systems are user friendly and reports are generated consistently.
- Systems are developed to serve the mission not the developer.

Our story is being communicated.

- Communications department is focused on vision of story not announcements.
- Communication platforms are consistently developing and being monitored.
- A story culture is being cultivated at all times.