



MINISTRY TITLE: Operations Director
SUPERVISOR: Executive Director of Love INC Brevard
TIME COMMITMENT: Full-time: 40 hours/week
COMPENSATION: \$60,000 - \$70,000 (offer dependent on skill and experience)
BENEFITS: 10-paid holidays annually and flexible PTO
REVISED: 8/19/2025

MINISTRY:

- Understands the Love INC ministry model and focuses on the details of the day-to-day operations within the Brevard County affiliate to further that mission.
- Has a heart to pray with, teach, equip, and encourage the church to unite in purpose and service to the community in transformational ways. Oversees the management of resources, i.e., finances, people, information, material assets, and community relationships, to augment the impact of Christian influence in Brevard County.
- Has a heart and passion for the Love INC mission and vision and provides the administrative direction and support necessary to carry out those goals with excellence
- Has a heart to see transformation in the lives of team members as well as clients.

LOVE INC CULTURE:

- A commitment to Love INC's mission, vision, core values, and statements of scripture and service.
- A commitment to excellence in all areas of responsibility.
- A commitment to confidentiality in all matters.
- A commitment to servant leadership.

SPIRITUAL REQUIREMENTS:

- Agreement with the Apostles' Creed with a commitment to the Church and its mandate to serve the poor and needy as an agent of transformation.
- Abides by the Peacemaker Process and demonstrates understanding and effectively applies it to appropriate situations.
- Exhibits a life of integrity and maturity in relationship with Christ and fellow believers and is consistent with 1 Timothy 3:1-13.

ESSENTIAL FUNCTIONS:

- Staff Construction + Leadership
 - Direct report for: Village Thrift Director, Director of Education and Church Engagement, Volunteer Coordinator, Communications Coordinator, Facilities Coordinator, Operations Coordinator, and Finance Lead
 - Oversee team construction forecasting upcoming hires, overseeing ministry description development, managing hiring/onboarding processes, and leading overall staff evaluation process

- Provide spiritual leadership to the team alongside the Executive Director
- General Operations
 - Responsible to ensure proper functioning of the organization's human resources, insurance policies, data management systems, organizational finances, office management systems, government filings, and facilities
 - i. Oversee process improvement for all functions listed
- Organizational Synchronization
 - Develop and lead the overall synchronization of the organization and its personnel ensuring each team member 1) knows their role, 2) understands how their role contributes to the overall mission of the organization, 3) has clear, obtainable objectives that contribute to the ongoing initiatives of the organization, 4) is properly resourced to accomplish their tasks, and 5) has accountability structures around timelines for accomplishing goals
 - Responsible to lead major initiatives alongside the Director/Coordinator within each ministry department as needed
 - i. Has previously included: planning fundraising events, database migration, developing client services processes, program implementation, etc...
- Grant Funding
 - Oversee Love INC's annual grant strategy to ensure sufficient funding of all Love INC ministry programs
 - i. Includes attendance at all necessary meetings
 - ii. May include managing a grant writer
- Finances
 - Oversee 990 and Annual Review
 - Lead annual budgeting cycle
 - Responsible for managing cash flow in a way befitting with the organization's annual budget
 - Responsible for producing reports needed by Board of Directors and other team members to assist them in their work

EDUCATION, EXPERIENCE, AND SKILLS REQUIREMENTS:

- Master's Degree in Nonprofit management preferred or equivalent senior business management experience.
- Proficiency in Microsoft Office, Google Mail/Calendars, and database programs.
- Ability to develop and engage volunteers.
- Passion and enthusiasm for the mission of Love INC and its clients.
- Strong organizational and administrative skills.
- Strong verbal and written communication skills.
- Strong leader with creative problem-solving skills.
- Ability to take initiative and work in a team setting to ensure a positive, constructive environment.
- Ability to thrive in a flexible, fast-paced, and missional growth environment while maintaining a professional, positive attitude.