



Hello! Thank you for taking time to apply for the Director of Operations position at 127 Worldwide. We are very excited to see who God brings into the 127 family for this critical role. We have worked diligently the last few years preparing the way for this position, and we believe that now is God's perfect timing to onboard a new team member. I am grateful and humbled that you would take time to consider this journey as something that God might be calling you to. Thank you for your patience as we walk forward in this process.

We will be accepting resumes through Friday, November 2 and are hoping to have someone in place in January of 2019. As you write your cover letter, consider including the answers to some of the following questions.

1. Please attach a photo and tell me a little bit about yourself.
2. How has God gifted you in the areas of management, leadership, administration, and strategy?
3. Knowing that we all have room for improvement, what are some of your areas for growth?
4. After reading the job description, what seems most exciting to you about being the Director of Operations for 127 Worldwide? What seems most challenging?
5. Why should we hire you for the position?

The job description is found below. Please feel free to contact me with any questions that you might have: sarabeth@127worldwide.org. Thanks again for applying. I will be in touch soon with next steps.

Sincerely,

Sara Beth Fentress
Founder and Executive Director

We will discuss more in depth as the process continues, but here are eight, biblical core beliefs of 127 Worldwide that are non-negotiable for all employees:

1. There is only one true and living God who is the creator of the universe. He exists eternally in three persons – the father, son, and holy spirit.
2. The Bible is God’s written revelation of himself to mankind divinely given through human authors who were inspired by the holy spirit. It is entirely true, totally sufficient, and completely authoritative for matters of life and faith.
3. Human beings are created by God to bear his image. They are the crowning work of his creation worthy of love, dignity, and respect regardless of matters like age, race, gender, or class.
4. Because of the fall, the image of God in people is distorted but not lost. All people have disobeyed God willfully through sin; thus inheriting both physical and spiritual death and the need for redemption. All human beings are born with a sin nature and into an environment inclined toward sin. Only by the grace of God through Jesus Christ can they experience salvation.
5. Jesus is both fully God and fully human. He was born of a virgin, lived a sinless life, died on the cross as a substitute for mankind, was raised from the dead, ascended into heaven, and will one day return.
6. Salvation comes only through Jesus Christ, the only mediator between God and man. No other religion, belief, or person can reconcile God and man. He alone can provide forgiveness and eternal salvation.
7. Salvation comes only through a faith relationship with Jesus Christ, the Savior, as a person repents of sin and receives Christ’s forgiveness and eternal life. Salvation is instantaneous and accomplished solely by the power of the holy spirit through the word of God. This salvation is completely from God by grace on the basis of Christ’s life, death and resurrection, not on the basis of human works. All the redeemed are secured in Christ forever.
8. God will bring the world to its appropriate end in his own time and in his own way. At that time, Jesus Christ will return personally and visibly in glory to the earth. Christ will judge both the saved and unsaved. Those who have trusted Christ will receive a glorified body and dwell forever with the Lord. Those who have not trusted in Christ will spend eternity in hell, the place of everlasting punishment.



Title: Director of Operations

Positional Accountability: Reports directly to the Executive Director

Description: The Director of Operations (DOO) is responsible for overseeing the successful operations of the overall work of 127 Worldwide. This includes developing and evaluating the strategic plan, supervising and evaluating staff performance, managing the daily operations, and implementing a communication/marketing strategy. The DOO works closely with the Executive Director, Director of Development, Director of Ministries, and the Board of Directors in development of strategy, budgets, and ministry management. The goal of this position is to create and maintain a healthy, thriving work environment that builds on the success and integrity of 127 Worldwide.

Responsibilities:

1. Provide structure and oversight to administrative, financial, and operational aspects of the organization. This includes the development of a financial and operational strategy, metrics tied to those strategies, and the ongoing development and monitoring of implementation.
2. Lead staff in maintaining a climate of excellence, accountability, and respect.
3. Assist the Executive Director and Board of Directors in planning, strategy development, and staff development, while managing daily operations.
4. Plan and execute weekly staff meetings.
5. Develop and execute performance measures that support the organization's strategic direction. Help staff members establish functional objectives in line with organizational objectives and hold them accountable to these.
6. Perform semi-annual evaluations of staff members and programs to ensure that the ministry is maximizing kingdom impact.
7. Ensure that communication vehicles to the public are planned, developed, and utilized well.
8. Frequently report results and progress to the Board of Directors and the Executive Director.
9. Work with the Executive Director, Director of Development, and Board Chairmen to develop an annual operational budget.
10. Monitor financial responsibility through reporting and communicating with the executive team.
11. Frequently evaluate, analyze, and make recommendations to strategy, ministry vision, and growth.
12. Update job knowledge by remaining aware of new regulations, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

Corporate Expectations:

1. The Director of Operations is expected to adhere to the guidelines and expectations outlined in the Employee Policies and Procedures Manual.
2. The Director of Operations is expected to uphold the stated values of 127 Worldwide and as a representative of the organization to treat all people with respect and the highest standards of professionalism.
3. The Director of Operations is expected to conduct themselves to the best of their ability according to biblical beliefs and standards.
4. The Director of Operations is expected to regularly participate in 127 Worldwide short-term volunteer projects.
5. The Director of Operations is expected to consistently participate in activities, personal networking, and promotions that directly contribute to the growth of 127 Worldwide's community of supporters, donors, and volunteers.
6. The Director of Operations is expected to participate in staff calls, meetings, conferences, etc.

Job Type: Full Time position

Compensation and Benefits: Salary comparable to similar nonprofit standards based upon applicant's experience and qualifications. Benefit packages are defined in the 127 Worldwide Employee Policies and Procedures Manual.

Qualification Requirements:

1. The applicant must have a minimum of two years' experience in a related field.
2. A college degree is required.
3. The applicant must have a working knowledge and understanding of programs in the Microsoft Office Suite and electronic forms of communication.
4. The applicant must demonstrate strong people skills and the ability to effectively manage and communicate.
5. Must have the ability to work independently and be self-motivated.