



India Partners

Position Opening:

Director of Operations

Regular, Full Time, Salaried, Exempt

Hours: Mon-Fri., 8am-5pm (and possibly evenings and weekends, as needed)

Location: A four-person office near downtown Eugene, Oregon, USA

Target start date: April 1. This position will remain open until filled.

Probation Period: 90 days **Responsible to:** CEO

Salary Range: \$3,167/mo – \$3,584/mo, depending on experience and skill level

Benefits include: medical, dental, SEP-IRA retirement plan, Section 125 plan, life insurance, paid vacation, paid sick days, and paid holidays.

About India Partners:

India Partners is a conduit to a broad group of indigenous Christian "rice-roots" agencies in India focused on alleviating poverty and injustice. We seek support from others who share our passion to empower change.

India Partners is a 26-year-old Christian faith-based international relief & development organization committed to empowering grassroots self-help programs and projects in India through development assistance, disaster relief, training local leaders, and education. India Partners also coordinates volunteer teams, speakers, and a child sponsorship program. Since its beginning in 1984, IP has helped save and change hundreds of thousands of lives in the name of Christ. IP currently has a staff of 2.5 FTE in the Eugene, Oregon office, and 2.0 FTE in three remote locations (Portland, Washington state, and India). IP has an annual budget approaching \$1 million, and is a member agency of ECFA and AERDO.

Partner Organizations in India: We believe in helping the people of India help themselves, with God's grace. We partner with indigenous Non-Governmental Organizations (NGO's) in India that are seeking self-sufficiency in the following areas of ministry: education, children, vocational training, housing, disaster relief, human trafficking rescue, agricultural development, health care, church planting, and micro-lending.

Application Process:

1. Read the following detailed Job Description and Qualifications.
2. If you qualify, then email, fax, or mail a (1) cover letter and (2) the [IP Job Application](#)
 - to email, send as a PDF or Word document to: Jobs@IndiaPartners.org
 - or fax to (541) 683-2773
 - or mail to:
India Partners, Attn: Jobs
P.O. Box 5470
Eugene, OR 97405
3. [Click here to download the IP Job Application](#). It is a PDF file.
It can also be found online at <http://www.IndiaPartners.org/about/employment.php>.

(To view & print the Application, you need Adobe Reader. If you need Adobe Reader, [click here to download from the Adobe website](#), if you have any problems downloading or reading the Application, send an email to Jobs@IndiaPartners.org, or phone (541) 683-0696, and we can email it to you.)

4. Some applicants may be asked to provide additional information prior to scheduling an interview.
5. We expect to receive many applications, yet have a small staff. Confirmation of receipt of applications will not be confirmed, & applicants not selected for interviews will not be contacted.
6. Please, no phone calls or follow-up emails.

Job Description:

The Director of Operations is responsible for leading the day-to-day activities of the organization including general leadership, communications, marketing, financial management, human resources, administration, and field management. This position will provide leadership, direction and guidance of IP's activities; analyze and evaluate the effectiveness of all operations; develop and maintain organizational structure and effective personnel; coordinate major activities through staff and conduct staff reviews.

Previous job experience must reflect attention to detail, critical thinking skills, organizational management, self-motivation, an understanding of non-profit organizations, and the ability to function autonomously and manage others. To perform this job successfully, an individual must believe in and be passionate about the core values of India Partners, and be driven by a larger vision. This position will be responsible for these areas:

1) Leadership:

- a) Be informed concerning all of India Partners' programs and projects
- b) Conduct all work anchored in the principles of sound Biblical stewardship
- c) Develop and implement plans, policies, and goals to further strategic objectives including continuous review, improvement, and administration of all business systems
- d) Assure that the organization makes consistent and timely progress towards the goals within its strategic plan
- e) See that the CEO and Board are kept fully informed on the condition of the organization, and all important internal and external factors affecting it
- f) Provide leadership in developing programmatic, organizational, and financial plans with the staff, CEO and Board of Directors

2) Communications & Marketing:

- a) Jointly, with the CEO, Chair, and officers of the Board of Directors, execute legal documents and conduct official correspondence of the organization, as needed
- b) Conduct marketing/PR research for India Partners
- c) Oversee all marketing/PR strategies and activities (newsletters, appeal letters, brochures, ads, banquets, events, press releases, videos, partner tours, website, etc.)
- d) Evaluate the effectiveness of marketing/PR activities
- e) Assist with donor relations, as needed

3) Financial:

- a) Plan, organize, direct, and coordinate fiscal operations

- b) Communicate any major financial issues with the CEO and Board
- c) Ensure the accuracy, integrity, and timeliness of all financial accounting and reporting
- d) Guide IP in drafting financial policies and an annual budget for Board approval
- e) Guide IP in preparing the annual audit and Form 990 for Board approval
- f) Approve finance requisitions, grant disbursements, and signing of checks
- g) Manage cash flow to keep IP financially strong, and reserves saved for the future
- h) Work with staff to research, write, edit and submit grant proposals and grant reports, and make sure IP follows the conditions of various grants

4) Human Resources:

- a) Insure that an effective staff team, with appropriate delineation, delegation, and cross training, is in place
- b) Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people
- c) Encourage and guide staff and volunteer development, spirituality, and training
- d) Communicate with the CEO and Board on any major personnel issues
- e) Guide the drafting of personnel policies for CEO and Board approval
- f) Develop, maintain and keep updated employee procedures and job descriptions
- g) Be responsible for the recruitment, hiring, training, pay, benefits, promotion, and release of personnel, both paid staff and volunteers
- h) Supervise & coordinate employees & volunteers, monitor work flow & give feedback
- i) Ensure that regular performance evaluations are held
- j) Help staff to set and achieve annual goals and objectives
- k) Discipline staff and resolve personnel conflicts, if needed
- l) Oversee employee benefits, including requests for time off

5) Administration:

- a) Guide the drafting of administrative policies for CEO and Board approval
- b) Ensure IP's compliance in accordance with all governmental legislation, regulations and guidelines pertinent to IP's role as an employer and not-for-profit agency
- c) Manage the office. Assure the office is open and running at peak efficiency
- d) Oversee the purchase, maintenance, repair and replacement of office equipment and furniture (printers and copiers, telephone system, fax, chairs, desks, etc.)
- e) Manage the information technology (hardware, database, software, and network)
- f) Set agenda and conduct weekly staff meetings to disseminate pertinent information
- g) Assure the IP staff, events, and travel calendar is maintained and up to date
- h) Coordinate the staff prayer and devotion schedule
- i) Assist in other office duties, as needed (answering phones, helping with A/R, etc.)

6) Field Programs Management:

- a) With staff, manage IP's involvement in programs and projects India
- b) Manage the review and development of partner project applications from India
- c) With staff, oversee IP's volunteer teams to India
- d) Monitor and evaluate the effectiveness of field projects, grants, and teams
- e) Communicate and work with the Field Representative in India
- f) Correspond with partners in India on a regular basis
- g) Oversee the process of partner applications from new charities (NGO's) in India
- h) Help organize a partners' training & fellowship conference in India, as needed

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Qualifications:

1. Must be in personal agreement with India Partners Mission Statement and Faith Statement (see below). (Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a), India Partners has the right to, and does, hire only candidates who agree with India Partners' Statement of Faith)
2. A sincere commitment to India Partners' vision, mission, objectives, and values, and the ability to communicate that commitment to others
3. Be baptized, and a member of a Christian church
4. Bachelor's degree in relevant field of study, or equivalent experience
5. At least five years of related experience in management, human resources, or ministry administration, with strong preference for experience managing nonprofits and/or international relief & development organizations
6. Work or volunteer experience in the non-profit sector, ideally in a third world country
7. Experience managing all aspects of organizational operations
8. Excellent written and verbal inter-personal communication skills. Ability to relate comfortably and professionally with a broad range of people
9. Proven leadership ability including strong aptitude for problem-solving, conflict-resolution and decision-making
10. Excellent English writing and proofreading skills
11. Strong skills with Email and Microsoft Word software
12. Strong skills in spreadsheet software, preferably Excel
13. Strong skills with accounting software, preferably QuickBooks
14. Valid driver's license and self-insured vehicle
15. Experience using database software
16. Experience in formulating budgets and working with financial statements
17. Must be able to efficiently manage time and prioritize tasks
18. Goal and performance oriented
19. Sensitivity to other cultures
20. Must be able to keep confidentiality of financial and sensitive information
21. Capacity to represent IP to the public and donors in a highly professional manner
22. Capacity to work efficiently and effectively in team situations and to be a team builder is critical, as well as the ability to work independently
23. Should be detail-oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, and produce results
24. The ideal candidate should be creative, have a passion for the ministry of India Partners, and have the ability to motivate others

Helpful:

1. International field experience, especially in the third world, especially India
2. Experience working in a faith-based international non-profit organization
3. Management experience in a nonprofit organization
4. Knowledge of US nonprofit charitable laws, rules and regulations
5. Knowledge of employment laws, especially Oregon state

6. Experience in managing payroll and employee benefits
7. Knowledge regarding non-profit and/or accounting regulations in India
8. A graduate degree, in relevant field of study
9. Experience in writing organizational policies and procedures
10. Experience in the evaluation, procurement, and maintenance of IT hardware, software, networks, and databases
11. Knowledge of India Partners' history
12. Knowledge of the culture and history of India
13. Knowledge of the Christian culture in India
14. Macintosh OS experience
15. Knowledge of funding sources for similar agencies and programs as IP
16. Experience marketing on a national or international level
17. Grant writing experience
18. An understanding/awareness of international issues of global poverty--preferably in India
19. Experience speaking before groups, such as conferences and worship services
20. Experience with non-profit audits
21. Experience serving on a non-profit Board of Directors

Job Review Process:

1. Frequent communication with the CEO will assure that all is working well.
2. The Director of Operations will be evaluated on the above job description after six months, and then on their annual anniversary date each year.
3. At each annual review, the Director of Operations will be eligible for a raise. Raises are based on job performance & CPI. Raises may be limited by availability of funds

Mission Statement:

Partnering with the people of India in ministry by cultivating relationships, sharing resources, and encouraging self-sufficiency through the compassion and wisdom of Jesus Christ.

Faith Statement:

We believe the Bible to be the inspired, the only authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. We believe that for the salvation of lost and sinful man, regeneration of the Holy Spirit is absolutely essential. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. We believe in the spiritual unity of believers in our Lord Jesus Christ.