

Hope for Chicago Director of Ministry Operations January 2012

Rationale for the Position: In order to advance mercy ministry in the city of Chicago, Hope for Chicago needs effective, consistent oversight by an experienced, capable individual who can dialogue with other justice-oriented ministry visionaries and practitioners in the city of Chicago.

Requirements for the Position: At this season in the life of our organization we are looking for a “director of ministry operations” (DMO). The HFC DMO should be a mature Christian with a heart for mercy and justice and have the “people” and “administrative” skills and experience needed to run the day-to-day functions of the ministry.

Responsibilities of the Position: The person will fulfill the responsibilities noted below.

- **Serve as HFC liaison to the board.** The DMO will attend board meetings and give operations reports. Additionally the person will provide reports to the HFC board chair or board designee as determined appropriate.
- **Supervise HFC employees.** The DMO will maintain regular contact with HFC paid staff and see to it that they are properly resourced for their work. Weekly phone or personal contact is expected; more frequently if necessary.
- **HTC Collaboration.** The DMO should be in periodic conversation with the regional HTC pastors so as to keep them informed of ministry progress and to encourage their support.
- **Resourcing Regional Leads.** The DMO will be the HFC staff contact person for the staff or volunteer regional leads/champions and meet with them regularly to answer their questions and provide resources as needed.
- **Administrative Tasks.** The DMO will maintain scheduled, regular office hours for administrative work; and will be available for others who may need him/her. Admin work will include the following tasks: check and respond to voicemail promptly, return calls, process mail, make deposits, send donation receipts etc. in a timely manner.
- **Church and Donor Relations.** The DMO be the internal HFC contact person as it concerns relating to churches and donors and will establish and maintain the appropriate databases.
- **Networking and Partnerships.** The DMO should have experience and networking capability that will allow for conversation and collaboration with others who are active in mercy ministry in Chicago and beyond. These necessary networks should be maintained and expanded.
- **Miscellaneous Responsibilities.** As needed other things will be included in this description.

Hours, Remuneration and Benefits for the Position. Hours and salary will be negotiated based on one’s experience, potential and HFC’s financial capacity.