

## DIRECTOR OF US OPERATIONS

Silk Road Catalyst (SRC) is searching for an entrepreneurial-minded person with a strong operational and administrative skill sets to serve SRC Directors and Missionaries as the Director of US Operations. SRC is a young growing organization and the Director of US Operations provides key operational and administrative leadership.

### General Duties:

- Accounting & Financial Reports: QuickBooks data entry and account reconciliation; Issues donation receipts; Issue financial reports to President; Oversee reimbursement procedures of all personnel; Provide personnel with monthly financial reports on their support raising accounts; Work with Treasurer to develop and maintain financial accountability.
- Policies: Provide leadership for personnel, security and accounting policies, making adjustment recommendations to the President as needed.
- OKRs (Objectives & Key Results): Work with the President to develop and implement organizational OKRs and SRC personnel on developing OKRs for their personal positions that relate back to the overall goals of SRC.
- Model and implement the vision, mission and core values.
- Develop, mentor and lead all North American personnel.
- Serve as the SRC liaison for US government entities, accountants and attorneys.
- Network and promote the SRC vision and purpose at churches, colleges and conferences.
- Represent the organization at conferences and meetings globally, when needed.
- Assist the President with organizational fund-raising.
- Other duties as assigned by the President.

### Basic Requirements

- Active member of a local church with their full endorsement
- Bachelor's degree in Business Administration or Accounting or relevant experience.
- Able to provide leadership for a largely virtual team.
- Language: English
- Good health and able to travel internationally as needed.
- Cross-cultural experience preferred, but not required

### Other Information:

- Reports to: President
- Silk Road Catalyst is a young & growing organization with a small team. Candidates must be comfortable in a work environment that requires constant learning, flexibility, proactivity and frequent interaction with various members of our team, most of who work virtually.
- Salary/Benefits: This is a missionary position that requires the individual to be funded 100% through Partnership Development (Support-raising). Training is provided through [www.kingdomcometraining.org](http://www.kingdomcometraining.org).
- Send your resume to [careers@silkroadcatalyst.com](mailto:careers@silkroadcatalyst.com) to discuss this opportunity.
- Status: Full-time
- Location: Spartanburg, SC