

US Operations Director

ORGANIZATION DESCRIPTION

Silk Road Catalyst is a young missions organization established in 2013. Our vision is gospel access for everyone, a world without gospel deprivation. Our mission is to deliver the gospel to the gospel-deprived, make disciples, and plant reproducible churches. We are a multinational team consisting of western and global south missionaries.

JOB DESCRIPTION

The US Operations Director serves on the US leadership team responsible for ensuring that Silk Road Catalyst operates efficiently and effectively within the scope of our vision and purpose. This role will coordinate the day-to-day operations of Silk Road Catalyst including operations, human resources, and finances.

This full-time position is based in Spartanburg, SC.

DUTIES & RESPONSIBILITIES

- Provide proactive innovative leadership to daily operations.
- Play an active role on the US and global leadership team.
- Oversee the annual budget process, payroll, financial policies, long-term financial planning, and our ECFA membership (Evangelical Council for Financial Accountability).
- Oversee the human resource department and its policies and procedures.
- Manage operational systems for accounting, donor management, and other systems.
- Ensure compliance with all local, state and federal laws and regulations associated with our 501(c)3 non-profit organization status.
- Collaborate with like-minded organizations and churches to share best practices and learn from others.
- Oversee mission team support.

MINIMUM REQUIREMENTS:

- Bachelors degree in Business Administration or Management or relevant work experience.
- Fluent in English, verbal and written communication.
- Strong work ethic.
- Endorsed by your local church, which includes a theological assessment.
- Agreement with SRC's Vision, Mission, Core Beliefs, and Core Values.
- Strong people and negotiation skills.

COMPENSATION / BENEFITS: SRC is a faith-based ministry where all ministry staff develops a team of financial and prayer partners who provide for their salary, benefits, and personal ministry expenses.

INTERESTED CANDIDATES: Submit your CV/Resume online at silkroadcatalyst.com/careers.