

Director of Operations

ORGANIZATION DESCRIPTION

Silk Road Catalyst, founded in 2013, is a dynamic missions organization dedicated to ensuring gospel access for all, striving for a world free from gospel deprivation. Our mission is to bring the gospel to those who have little to no access, make disciples, and establish reproducible churches. Comprising a diverse, multinational team of missionaries from both the West and the Global South, we work collaboratively to fulfill this vision.

JOB DESCRIPTION

The **Director of Operations** is a key member of Silk Road Catalyst's global leadership team, ensuring the organization operates efficiently and effectively in alignment with our vision and mission. This role oversees daily operations, including **administration, human resources, and financial management**, to support our global mission efforts.

This full-time position. U.S. residence must be in South Carolina or Texas.

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 as well as individual State compliance.
- 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.org/careers