



BirthChoice OF SAN MARCOS

JOB DESCRIPTION for DIRECTOR OF OPERATIONS

POSITION

The Director of Operations of *Birth Choice of San Marcos, Inc.*, a 501(c)(3) organization, is a full-time, hourly position reporting directly to the Chief Executive Officer. This individual will supervise, and is responsible for, the effective and efficient day-to-day operations of Birth Choice.

QUALIFICATIONS

The Director of Operations:

1. Is fully committed to the pro-life cause in all its dimensions
2. Expresses full agreement with Birth Choice's *Statement of Christian Faith and Statement of Organizational Belief and Conduct* and conducts themselves accordingly
3. Expresses full agreement with and actively promotes Birth Choice's Mission Statement and Vision Statement
4. Expresses full agreement with and regularly practices Matthew 18 principles for conflict resolution
5. Is dependable, stable, and capable of following through on commitments
6. Has above-average business, time management and organizational skills
7. Is a problem solver and detail-oriented
8. Is able to successfully complete time sensitive matters and resolve difficult challenges calmly and efficiently
9. Is both a leader and a team player
10. Is an excellent communicator, both orally and in writing
11. Is tactful and composed in their interactions with people in a variety of circumstances
12. Has good working knowledge of *MS Teams* and *One Drive*
13. Is proficient with current technology and has an ability to learn new systems
14. Is familiar with applicable employment and Human Resource regulations
15. Understands basic accounting principles

RESPONSIBILITIES

The Director of Operations:

1. Maintains operational efficiency and effectiveness by designing and implementing administrative procedures, measures results, and makes appropriate adjustments

2. Maintains various policies and procedures manuals
3. Oversees purchasing and inventory control of supplies
4. Produces monthly and upon-request administrative, client and donor reports
5. Plans and schedules quarterly staff in-service meetings
6. Speaks at in-service meetings on office administration issues
7. Provides clerical and administrative support to the Director of Medical Services, Chief Executive Officer and Board of Directors as necessary
8. Determines appropriate administrative staffing levels
9. Recruits, hires, trains, supervises and terminates staff under the direction of the Chief Executive Officer
10. Maintains HR/personnel files
11. Speaks at in-service meetings on employment and HR issues
12. Oversees budgetary control of operational expenses
13. Reviews and approves invoices for operational expenses
14. Oversees the planning, logistics and personnel for Birth Choice events
15. Manages donor data base(s) and event registration systems
16. Maintains professional and technical knowledge