

**Director of Operations**  
WESLEY CHAPEL MISSION CENTER

**Responsibilities:**

**Data Administration and Correspondence**

- Provide direct support to the Director – managing all key administrative duties including, but not limited to, maintaining the main calendar, drafting and finalizing communications to donors, staff members and board members, and other tasks as assigned.
- Manage a computer system (Donor Snap) that tracks and recognizes all donations (includes inputting monetary and in-kind gifts, writing thank you letters, tracking pledges, providing database support for fundraising events, claiming company matches, and processing PayPal Giving Fund, Facebook and Benevity donations).
- Keep record of expenditures and provide relevant information to Business Manager.
- Record, track and report registrations and attendance.
- Take staff meeting notes, update calendar, and publish action items.
- Provide human resource support by performing all payroll functions and by managing and maintaining personnel new hire and payroll records.
- Attend monthly grant meeting and provide relevant assistance to Grant Manager.

**Office and Building Management**

- Maintain the equipment inventory and records of equipment information. Oversee facility maintenance. (This includes daily building checks and all necessary engagement with property managers, maintenance staff and utility providers.)
- Oversee the organization and maintenance of the storage building.
- Oversee the reception, organization and distribution of donated supplies.
- Provide or oversee office facility support (including cleaning of office, restroom, kitchen area and refrigerator as well as maintenance of beverage and food provisions).
- Oversee daily office operation, inform the Director of issues in a timely manner, and demonstrate understanding of and commitment to the WCMC vision and mission.
- Perform other related duties as assigned by the Director.

**Qualifications:**

- Be a disciple of Jesus Christ.
- Demonstrate a willingness and ability to learn new skills.
- Possess excellent verbal and written communication skills.
- Display strong organizational skills.
- Display a high degree of maturity and discretion to handle confidential and sensitive matters.
- Possess strong computer skills and a working knowledge of Microsoft office products.
- Possess a basic knowledge of financial procedures.
- Be able and willing to run office errands (post office, bank, etc.) with a personal automobile.
- Possess an Associate Degree and 3 years of related experience or a Bachelor's Degree and 1 year of related experience.

This position requires 40 hours of work per week.

To apply: Please send letter of interest and resume (if available) to Becky Costello at [becky.costello@fuse.net](mailto:becky.costello@fuse.net)