

FAITH, WORK & TECH

JOB DESCRIPTION: OPERATIONS DIRECTOR

Location: San Francisco Bay Area

Employment Type: Full-time

Reports to: Executive Director

Compensation: The salary will be commensurate with experience, with a target range of \$ 95,000-\$120,000.

OVERVIEW

The **Bay Area Center for Faith, Work & Tech** (faithworktech.org) is a Christian non-profit ministry in the San Francisco Bay Area, founded in 2024. Our mission is to cultivate faith and work integration in the Bay Area to transform people who are transforming the world.

The **Director of Operations** will serve as a key senior leader responsible for designing and optimizing organizational systems, leading cross-functional execution, and ensuring operational excellence across all programs and events. This role is essential to sustaining and scaling our mission impact.

Working closely with our Executive Director in our lean, but mighty team environment, you'll have significant autonomy and the opportunity to shape the operational foundation of our growing organization. This role is a full-time position that involves in-person work in the San Francisco Bay Area, with some remote work.

KEY RESPONSIBILITIES

Operations & Systems Management

- Lead and manage all internal operations, including human resources, administrative systems, and organizational processes
- Develop and implement scalable operational frameworks to support organizational growth
- Oversee technology systems, data management, and operational tools
- Ensure legal and regulatory compliance across all organizational activities

Financial Management & Budget Oversight

- Partner with the Executive Director to develop annual budgets and financial projections
- Monitor and manage organizational finances, including expense tracking and budget analysis
- Oversee financial reporting and work with accounting professionals as needed
- Implement financial controls and processes to ensure fiscal responsibility

Program Operations

- Oversee program operations, including participant management, content delivery, and impact measurement
- Develop and refine processes for program R&D, delivery, evaluation, and continuous improvement
- Coordinate cross-program initiatives and ensure alignment with the organizational mission

Event Management

- Oversee planning, coordination, and execution for the organization's major events, including the annual flagship Faith & Work Summit
- Manage event logistics, vendor relationships, and attendee experience for all organizational events
- Lead event budget development and financial management
- Coordinate with speakers, sponsors, and community partners
- Develop post-event evaluation and follow-up strategies

Team Leadership

- Supervise and mentor operational staff, contractors, and volunteers
- Foster a collaborative team culture aligned with our organizational values
- Support the recruitment and onboarding of new team members
- Lead and manage all internal operations, including HR, finance, and systems

Strategic Partnership & External Relations

- Maintain and cultivate strong vendor and partner relationships
- Support fundraising efforts through operational excellence and donor stewardship
- Represent the organization at community events and partner meetings
- Collaborate with board members and advisors on strategic initiatives

QUALIFICATIONS:

Required Experience & Skills

- 5+ years of progressive experience in nonprofit operations, ministry leadership, or organizational management
- Proven track record of leading teams, executing strategic initiatives, and managing budgets (\$100K+ preferred)
- Strong project management skills with experience in complex, multi-stakeholder environments
- Experience with event planning and logistics
- Demonstrated ability to develop and implement operational systems and processes
- Excellent communication, problem-solving, and relationship-building skills
- Proficiency with common business software (Google Workspace, project management tools, CRM systems)

Preferred Qualifications

- Experience in faith-based or mission-driven organizations
- Background in program development and management
- Experience with donor management and fundraising operations
- Knowledge of nonprofit financial management and compliance
- Familiarity with the San Francisco Bay Area nonprofit landscape

Personal Attributes

- Deep passion for integrating faith and work, with strong alignment to our organizational mission
- Entrepreneurial mindset with the ability to thrive in a small, dynamic team environment
- High degree of integrity, professionalism, and cultural sensitivity
- Adaptability and resilience in a fast-paced, evolving organization
- Commitment to excellence and continuous learning

What We Offer

- Competitive salary and benefits package
- Opportunity to make a significant impact in a growing organization
- Professional development and learning opportunities

- Collaborative, mission-driven work environment
- Flexible work arrangements within the Bay Area location
- Direct access to the Executive Director for mentorship and strategic input

Application Process

To apply, please submit [\[here\]](#)

- Cover letter explaining your interest in the role and alignment with our mission
- Current resume highlighting relevant experience
- Three professional references
- Brief responses to the following questions:
 1. Describe your experience managing budgets and financial oversight
 2. Share an example of a successful event or program you've led from planning to execution
 3. How do you personally integrate faith and work in your professional life?

Application Deadline: July 11th

Start Date: August 1st