



## Job Description Director of Operations/Executive Assistant

Reports to Founder and CEO, Danya Jordan

### Job Summary:

- Quickly growing, exciting Christian Donor Development Consulting Firm established in 2020 is seeking a 30-40-hour/week Director of Operations/Executive Assistant. Blessings Brokers' mission is to partner with ministries to fuel their vision and have them become reality. This vital position supports the Founder/ CEO and is empowered to provide internal structure and optimize Blessings Brokers' operations. This position will work remotely most of the time.

### Minimum Qualifications

#### Education and Experience:

- A Bachelor's Degree and/or a proven record of professional success are required.
- Non-profit experience and knowledge of the not-for-profit sector is highly desired.
- The successful applicant will be a detail-oriented team player who possesses strong computer skills and enjoys creating systems and processes with attention to detail.

#### Knowledge/Skills:

- Excellent oral and written skills
- Ability to attend to detail and ensure the accuracy of data
- An understanding of and a commitment to the mission of Blessings Brokers
- Demonstrated ability to use personal computers, project management software, and various Microsoft Office applications
- Effective organizational, planning, communication and interpersonal skills

#### Job Responsibilities and Duties:

- Create systems and processes for effective and efficiency for Blessings Brokers clients and team members internally.



- Choose and implement a recommended Project Management Software for the team for effective communications of client and internal initiatives.
- Capture new processes and create a document to set a standard
- Manage CEO calendar and schedule meetings/Zooms
- Monitor Info@blessingsbrokers.com and info@mountsinaicabin.com mail: reply to emails, log and add potential clients to pipeline
- Answer Blessings Brokers telephone line (currently One Talk).
- Monitor Blessings Brokers Website and respond to emails
- Correspondence/ensure branding on all correspondence
- Input hours
- Meet with CEO one-on-one
- Create agendas for Blessings Brokers Team Meetings and CEO meeting
- Attend client meetings, take/publish minutes/task assignments
- Ensure payroll accuracy, including entering client hours for the CEO
- Work with Accountant to manage all expenses (
- Provide client hours in a timesheet
- Research for content, create, write and publish Blessings Brokers Newsletter
- Provide google analytics from websites to Blessings Brokers Team
- Issue payments for monthly charges;
- Plan Blessings Brokers Team Retreat
- Insure annual renewal of all software and websites
- Lead onboarding of new employees
- Other duties as needed

#### **Work Demands/Environment:**

- Frequent sitting.
- Frequent talking with clients, team members and interaction with people
- Must maintain a professional appearance

#### **Salary and Benefits:**

- Salary/hourly rate commensurate with experience.
- Benefits are being a vital part of a growing team making significant impact in the world to fuel organizations with their God-sized visions.
- Insurance and 401K not yet available at this time but working to implement in 2021.