

---

# Chief Operations Officer

## Summary/Objective

Chief Operations Officer position is full- or part-time, reports directly to the Executive Director, and is responsible for the day-to-day administration and business operations of International Friendships, Inc. Areas of responsibility include: administration, personnel, and fiscal management.

## Responsibilities

- Develop and maintain a prayer and financial support team
- **Administrative:**
  - Management and oversight of the Volunteer, IT, Human Resources, Communications, Facilities, and Finance Departments
  - Ensures that Information Technology needs of organization are met
  - Develops and administers operational administrative policies
  - Provides information for evaluation of the organization's activities
  - Provides strategic planning for each department within his/her scope
  - Assists National Team, Executive Director, and Board with strategic short- and long-term planning initiatives
- **Fiscal:**
  - Provide direction and oversight to the CFO
  - Provide input in the area of fiscal policy development so that IFI complies with ECFA standards and accounting standards
  - Provide direction and oversight in the annual budgeting process
  - Represent the financial interests of IFI in management level planning discussions
- **Personnel:**
  - Administer board-approved personnel policies and policies in coordination with Executive Director
  - Provide for adequate supervision and evaluation of national staff with administrative role, including approving expenditures and completing performance evaluations
- Other duties, as assigned. Responsibilities may change at any time.

## Required Qualifications, including Spiritual Characteristics

- High-level of spiritual maturity and commitment to Biblical values
- Adherence to ECFA standards as practiced by IFI
- Adherence to IFI's statement of faith, mission and vision, core values, and policies
- Excellent analytical thinking skills

- Commitment to team work and to support goals and vision of the Executive Director
- Experience in the implementation of new systems and procedures to enable an organization to operate more effectively
- Has discernment, a high level of emotional intelligence, ability to quickly read people, and strong interpersonal skills

**Required Education and Experience**

- 5-10 years' experience supervising a team and driving strategic initiatives

**Position Type, Expected Hours of Work, Physical Requirements, and Travel**

This position can be either a full- or part-time, exempt position and requires both consistency and flexibility in scheduling. May be required to lift, push, or pull objects that weigh up to 20 lbs. Travel is expected to be limited.

**AAP/EEO Statement**

Unless an employee has a written employment agreement with IFI, which provides differently, all employment at IFI is "at-will." That means that employees may be terminated from employment with IFI with or without cause, and employees are free to leave the employment of IFI with or without cause. Any representation by any IFI officer or employee contrary to this policy is not binding upon IFI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IFI shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of IFI will not discriminate against any employee or applicant in a manner that violates the law. IFI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.