



The Faithful Fathering Initiative in Texas, Inc. ("Faithful Fathering") is a 501(c)3 not-for-profit organization established in 2000. Faithful Fathering is hiring an Operations Manager to implement the strategy developed for dads and churches with a focus on the ministry's vision to engage dads in raising a godly generation and reinvigorate the Church on the fathering front.

JOB DESCRIPTION

Position Title:	Operations Manager
Reports to:	President
Location:	Houston, Texas

Overview:

The Operations Manager will work with the President to provide leadership in the implementation of Faithful Fathering's PASS the BATON strategy – in support of the ministry's vision to engage dads in raising a godly generation and reinvigorate the Church on the fathering front.

Key responsibilities include:

Assisting the President;
Building a network of relationships with dads and their churches;
Opening doors to churches across Christian denominational lines;
Managing core group development and growth;
Being a vision catalyst (leadership in the implementation of the vision for the ministry).

Roles:

Assisting the President

1. Be a faithful father – prioritize physical presence, be engaged emotionally and lead spiritually by example in marriage and family;
2. Demonstrate a consistency of character under the word of God in how he deals with people and fulfills his responsibilities;
3. Shadow the President on day-to-day operations, presentations, events and core group meetings as part of training phase;
4. Identify opportunities for ministry along denominational or geographical lines;
5. Actively engage in an effective personal ministry to dads in his circles.

Building a network of relationships

1. Manage the existing network of dads and churches – update contact info;
2. Develop plans for expansion of network of dads and churches denominationally and geographically;
3. Implement plans for expansion of network of dads and churches in concert with the President;
4. Update existing management system to track contacts;
5. Participate in Leadership Breakfast/Luncheon presentations and follow up efforts.

Opening doors to initiate strategy

1. Develop relationships that will open doors to pastors and churches;
2. Seek out opportunities to present strategy over breakfast or lunch gatherings;
3. Initiate connecting with denominational conferences that would welcome a Faithful Fathering presence.
4. Periodically review website for clarity of message and viability of electronic deliverables without staff interaction.
5. Work with Marketing Committee to ensure consistent and complementary messaging.

Managing core group development and growth

1. Oversee development and growth of existing core groups;
2. Engage in the establishment, development and growth of new core groups;
3. Understand BATON metric and reference it at core group meetings;
4. Identify leader or co-leaders and invest time building relationship with them;
5. Present strategy in comprehensive and professional manner;
6. Present studies in comprehensive and professional manner;
7. Monitor each core group for progress, distribution of responsibilities and turnover.

Being a vision catalyst

1. Look for new ways of organizing, operating and ministering;
2. Identify best practices for core groups in churches;
3. Make recommendations to the President and/or Board on issues to be addressed for the future development of Faithful Fathering;
4. Work with the President and Board to develop a long-term plan to establish continuous improvement on the journey to engage dads in raising a godly generation and reinvigorate the Church on the fathering front.

Qualifications:

- B.S. in Business, Marketing or ministry related degree
- Seminary - Theological studies are helpful but not mandatory
- Husband and father
- Passion for the Father, fathers and family

Skills & Competencies:

- Passionate for our Father and fathering ministry
- Proficient in public speaking and presenting
- Familiar with Office products – Word, Publisher and Excel
- Have an aptitude for organizing, operating and ministering