



# Ministry Profile – Administrative Director

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## Title

Administrative Director (AD)

## Position Description

The Administrative Director (AD) for ARM is a highly professional position and maintains a close connection with the ARM Executive Director overseeing the administration system and operations of Alabama Rural Ministry (ARM). In the event of the absence of the director the AD becomes the chief operations officer for administering the daily operations.

The AD is responsible for overseeing the daily systems and processes at ARM. This includes responsibilities related to financial and legal controls, resource development, human resource functions, and management of ARM databases. The AD oversees the tracking of ARM metrics and maintains ARM's calendars and scheduling. The AD provides oversight for property maintenance and upkeep through a property manager. Furthermore, the AD serves as an administrative assistant to the ARM director. Because ARM is volunteer based and volunteer driven, all staff are engaged in recruiting, training, and equipping volunteers in each of the work areas. The AD will train and equip volunteers who can help with administrative tasks. The AD will assist with interns serving in various aspects of ARM. The AD will participate in home repair and ministry events with other ARM team members and focus on improving systems and processes within these key areas.

The AD implements the policies and procedures as set forth by the ARM Board of Directors in conjunction with the ARM executive director. S/he provides timely evaluations and reports to the Board. The AD represents ARM as a minister of the Gospel and maintains the highest models of integrity, love, and moral character inside and outside of ARM to maintain a positive influence within our community.

## Logistics

**Compensation:** Salary Range \$42,000-\$45,000 based upon experience

**Benefits:** Health Insurance match up to \$3600, IRA match after 12 months

**Hiring Bonus: \$1000**

**Hours:** 40-45 hours per week. Periodically, weekend hours (Saturday and Sunday) are required to assist with home repair service days. There are periodic overnight retreats and travel. During our summer camps (May-July) and some special events, there can be extensive 50-60 hour work weeks.



**Start Date:** As early as April 1<sup>st</sup>, 2023

**Application Deadline:** March 15, 2023

## **ARM Overview**

***Vision: Transformed rural communities with sustainable homes, strong families, and strategic community partnerships for the glory of God.***

***Mission Statement: Discovering, developing, and deploying spiritual leaders that, as disciples of Jesus Christ, minister with under-resourced and rural communities to create sustainable homes, strengthen families, and build strategic community partnerships.***

**Ministry Overview:** Since 1998, ARM has coordinated volunteer home repair efforts in rural, low-income areas of Alabama, predominantly in Lee and Macon counties. Today, ARM runs mission camp sites to host volunteers providing home repair. ARM helps families apply for home repair grants through partnerships with the USDA, HUD, and the Community Development Block Grant in the City of Auburn. ARM provides children's summer day camps and after school ministry programs for children in the areas where we are providing repair. Finally, we develop community partnerships in areas of housing and organize student groups on university campuses in Alabama.

## **Areas of Responsibility for the Administrative Director**

### **Administration and Finance**

1. Process donations, pay invoices, and work with ARM's bookkeeper in maintaining ARM's financial controls. This does not include payroll functions.
2. Monitor operating and program budgets and make recommendations to the Executive Director.
3. Organize and maintain ARM databases including Network for Good for donation and volunteer management, the ARM Google Drive, and ProCore (construction financial controls only).
4. Oversee nonprofit management functions to include preparing 990's, maintaining ARM's insurance, and maintaining and updating ARM's involvement in other partnerships and memberships such as ReFrame, FAHE, and Alabama Arise.
5. Manage Google Calendar and keep updated in conjunction with other team members.
6. Manage and maintain the Asana task lists with other team members and ensure communication flow between staff members in daily operations.
7. Oversight and management of office organization to include files both hard copy and digital.
8. Oversee information technology, information systems, and digital tools making recommendations and training staff on usage.
9. Respond in a timely manner to phone calls, emails, and other communication venues.



10. Coordinate with the property manager and construction supervisor in the upkeep management of the ARM offices and other ARM properties.

### **Human Resource Functions**

1. Oversee the ARM full time staff hiring/equipping process.
2. Oversee the VISTA and intern recruitment, training, coaching and evaluation processes.
3. Assist the Program Director with the processes for summer camp counselor and academic intern recruitment, training, coaching, and evaluation.
4. Oversee the onboarding/offboarding functions of team members related to administration. This includes overseeing Google Calendar, Asana, and Network for Good administrators, managing ARM email addresses, and other administrative onboarding/offboarding functions.
5. Maintain the daily staff schedules, time off, and vacation requests.

### **Organizational Health**

1. Participate in future operations planning, synchronization, and overall project management.
2. Maintain the Operations templates/notebook and update as needed.
3. Conduct organizational and planning meetings as necessary.
4. Recruit and equip volunteers to assist with administrative functions.

### **ARM Board of Directors**

1. Attend ARM board meetings. Prepares and distributes necessary reports.
2. Assist with new board member training.
3. Assist with Annual Program evaluation.
4. Maintain a broad understanding of the key events, values, and purpose of ARM and be prepared to communicate and share with board members.

### **Other**

1. Assist with administrative duties associated with key events.
2. Assist with weekly cleanup chores at the office location.
3. In the absence of the Executive Director for short durations, the AD will have oversight of the full aspect of ARM and help plan with other support staff to include the construction coordinators, housing director, bookkeeper, and interns.

## **Primary Objectives**

The Administrative Director position exists to:

1. Develop, train, and maintain the administrative and operations process of ARM so that ARM effectively hosts mission teams and volunteers assisting people in need of home repair assistance.



2. To show Christian love and care to families in need of home repair and affordable housing through the administrative processes and procedures.
3. Understand and have a working knowledge of the effects of poverty on housing and articulate to others
4. Invest in the growth and servant leadership development individually and with ARM constituents and stakeholders.

## **Culture, Requirements, Skills, and Abilities**

### **Culture and Values**

ARM has culture and value statements that are critical for the success and chemistry of our team. These statements are attached as addendums to this document or found in the ARM Personnel Handbook. All team members are expected to live into these culture and values statements.

### **Requirements**

- An active faith demonstrated by a personal relationship with Jesus Christ as Lord.
- Bachelor's Degree or experience in Business Administration, Human Resource Management, Nonprofit Management, or another related field.
- 1-3+ years of relevant professional experience, including Business Administration, Human Resource Management, or Nonprofit Management.
- Excellent communication skills (both oral and written), including comfort with providing direct and constructive feedback to others.
- Self-confidence, flexibility, and the ability to respond well to feedback.
- Superb organizational and self-management skills and an ability to handle multiple responsibilities effectively and thoughtfully. (The AD must be able to organize their day and plan events several months in advance).
- Organizational and project management skills and processes through a web based/digital project management system.
- Proficiency in using digital tools such as Microsoft Word, Excel, and PowerPoint to create professional, organized documents. Also, a proficiency in web- based tools such as Google Chrome, Gmail, Google Drive, and Google Calendar.
- An incredible attention to detail and the ability to understand complex processes.
- Must have reliable transportation and a licensed/insured driver.
- Excellent skills and attributes in working with a team and group of peers, as well as youth and volunteers.
- Participate in daily huddles, weekly staff meetings and other organizational meetings.
- Maintain a personal growth plan.



### **Preferred, but not Required**

- Any prior experience working with families and/or children living in low/fixed income households, especially in a social work context.
- Experience volunteering with community service organizations.
- Basic knowledge of the Old and New Testaments of the Bible and the desire to learn more.

### **Physical Demands**

A level of physical ability is required, as at times the AD may be visiting families, helping on home repair sites, and/or setting up displays. Some light lifting, generally under 40 lbs, may be required. Most work is office related with some driving.

### **Work Environment**

The AD will perform several of their tasks at the ARM office, which is located at 200 26<sup>th</sup> Street in Opelika, AL. Office hours are typically from 8:30a – 4:30p, Monday – Friday. Occasional visits to families living throughout the Lee and Macon areas and organizational meetings will also be required.

### **Conclusion**

These roles and responsibilities are intended to convey information essential to understanding the scope of the position and the general nature and level of work performed by the AD. This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position and there may be other duties as assigned by ARM's Executive Director.

### **ARM Staff Team Covenant**

1. We will be faithful to our mission of discovering, developing, and deploying spiritual leaders who, as disciples of Jesus, work to create sustainable homes, strengthen families, and build strategic community partnerships for the glory of God. We will read our mission together once a week.
2. We will be faithful to living out our culture each day which calls us to be friends who care for one another, to work as an organized team, to serve as a Christlike fellowship, to pray for the ministry and each other as a Spirit-dependent community, and to foster openness as a creative collective. We will read our full culture statements together at the first staff meeting of every month.



3. We will come prepared to meetings, knowing the purpose for our meetings, and keeping our discussions confidential. We give each other permission to make “reality checks” during our meetings which allow us to be honest about our capacity and share our concerns.
4. We will handle any potential conflicts in a biblical way. We will start conversations with questions and seek to understand one another’s perspectives. The Bible (Matthew 18) serves as our guide on using conflicts as opportunities for mutual transformation.

**To Apply:**

Send a complete resume to Mr. Rogers Hunt or Rev. Lisa Pierce by March 15<sup>th</sup>.

Rogers Hunt: Rhunt3tu@gmail.com

Lisa Pierce: lisa@arm-al.org

Candidates will be screened and sent a follow- on application if there are indications of a good fit. There will be a Strengths Inventory and up to two follow- on interviews for potential candidates.