

Organization

Name of Contact: Emily Hall
Organization: Solid Rock Outdoor Ministry (SROM)
Address: 617 Plaza Ct.
City, State, Zip: Laramie, WY 82070
Country: USA
Email: hr@srom.org
Phone: (307) 755-0642 ext. 106



Job Title & Description

Title: Business Operations Manager

Description:

Goal

The Business Operations Manager is responsible for systems and strategies of business operations across SROM Departments, with an eye for efficiency, sustainability, scale-ability, and development. The Director of Business Operations will also collaborate with Directors to evaluate long-term development strategies.

Summary

The Business Operations Manager will understand the big-picture projects and workload across SROM Departments in order to allocate resources wisely (time, money, people, etc.). S/he will seek out areas of improvement for SROM in efficiency and scale-ability and pursue strategy unto this growth. S/he will work for collaboration within departments to create effective strategies, build consensus, and leverage an effective team.

Expectations

Reports to: Executive Director

- Seek input from staff in order to evaluate cycles of work and systems for efficiency, sustainability, and areas of improvement
- Meet regularly with staff to empower staff to work wisely. Through these meetings, have a current pulse on the big picture of ongoing projects and workload.
- Allocate the right staff members for large projects when needed. Provide leadership in workload sharing. Encourage effective collaboration.
- Partner with Directors to consider cost/benefit for future program offerings, partnerships and strategy in line with SROM vision and values. Pursue these strategies and potential large investments (e.g. permits, land, vehicles, partnerships, etc).
- Provide guidance and oversight to the Development Manager in appropriate strategies to accomplish fund development goals.

Required Experience:

- Bachelor's degree or higher
- Minimum 5 years of experience in business leadership
- Ability to function in managerial and administrative roles; demonstrates servant leadership
- Strong verbal communication skills; high level of professionalism; high level of self-awareness
- Collaboration and consensus-building skills
- Ability to research and gather resources for projects or tasks
- Committed to SROM's values and the development of SROM as a premiere wilderness ministry
- Self-motivated; demonstrates high level of initiative
- Works well independently and as a team
- Ability to manage and perform multiple concurrent projects and tasks
- Attention to detail and high level of accuracy

Preferred Qualifications

- Degree or professional training in nonprofit management or related field
- Experience working for or with nonprofit organizations
- Experience working in fund development

cont.

Character Qualities:**SROM Values**

The applicant must believe in the centrality, supremacy, and lordship of Jesus Christ, and must desire to live as a disciple of Jesus Christ. He or she is expected to strive to grow in intimacy with Jesus, keeping Christ as the center and circumference of their life. He or she is expected to live in the light with Christian believers in the context of community, and strive to demonstrate the character of Jesus and the fruit of the spirit in daily Christian living. He or she must competently integrate faith and prayer into their job description and be committed to living for the glory of God as a lifestyle. The applicant must read and agree to SROM's mission statement and articles of faith which can be found on the website.

Seasonal/Year-Around: Year-Around**Full time or Part Time:** Full Time**Start Date:** Sept 1, 2017**Type of Position:** Paid (But person will need to raise part or all of their financial support)**Minimum Age:** 18**College Degree Req'd:** Yes**Application Form**

Web Address for Online Application Form: <https://srom.org/employment-application/>**Resume or CV Required with Application:** Yes**Links to this Organization**

Website: www.srom.org**Youtube:** <https://www.youtube.com/watch?v=8zPle-Aerl4>