



Wings of Refuge

## **Wings of Refuge – Director of Business & Administration**

**Organization Type:** Christ Centered Non-Profit

**Direct Report:** Executive Director

**Hours:** Part-time, up to 20 hours per week

**Education and Experience:** Preference will be given to individuals who possess an accounting, human resources, or business management degree from an accredited college or university and at least five years of work history. Alternatively, individuals may possess 10+ years of equivalent work experience.

**Summary of Job Responsibilities:** The Director of Business and Administration serves on the executive leadership team and is responsible for leading the business affairs of the ministry, including finances, admin, HR, and our ONE MORE Social Enterprise of survivor-made products.

### **List of Responsibilities:**

#### **Finance & Administration**

- Oversee yearly budget planning, fiscal guidance, and financial controls
- Prepare monthly, quarterly, and annual financial statements
- Sign checks and oversee all expenses
- Coordinate with accounting firm for annual compilation of IRS Form 990
- Direct administrative and business office staff members in their assignments and duties
- Manage facilities (processes, buildings, technology)
- Coordinate and prepare contracts for services for Board approval
- Ensures compliance with federal, state, and local laws
- Support organizational strategic planning process and ensure implementation of outcomes

#### **Human Resources**

- Support employees as needed to honor the mission and culture of the organization
- Oversee payroll and employee benefits
- Build policies and procedures to create clarity of roles, expectations, and organizational needs
- Oversee implementation of employee handbook

#### **Social Enterprise**

- Strengthen business function of social enterprise to improve profitability and sustainability
- Oversee social enterprise budget planning and finances
- Direct Social Enterprise Coordinator in assignments and duties

#### **Additional Responsibilities:**

- Agree with the Wings of Refuge **Statement of Faith**
- Understand and demonstrate a willingness to engage in the **Guiding Principles** of the program
- Maintain an active, growing relationship with the Lord
- Abide by organization policies and procedures
- Exhibit leadership and management skills
- Capable of performing multiple tasks and is well organized
- Possess crisis management skills
- Display strength-based tendencies
- Effectively communicate with others
- Participate in all required training and show competency in skill areas of training content
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements

**Qualifications:**

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational, or personal references that attest to the person's capability of performing the duties of the position
- Complete a satisfactory preliminary criminal history background check and a satisfactory fingerprint records check
- Be 21 years of age or older.
- Pass a motor vehicle record check