

**Position:** International Operations Director  
**Full-Time/Part-Time:** Full-Time  
**Reports to:** President

**Basic Function:** The International Operations Director oversees the general business/operational functions of the organization, including finances, human resources, legal issues, member care, and coordinating with international sites on these same functions.

**Principal Responsibilities:**

*Strategic Planning:*

- Participate in ongoing strategic planning initiatives for the organization; provide strategic recommendations to the Directors based on financial analysis and projections
- Partner with the President, Vice President, and other Directors on all operational and strategic issues as they arise

*Finances:*

- Provide strategic recommendations to the President, Vice President, and other Directors in areas related to the financial health of the organization
- Manage the processes for financial forecasting and budgets
- Oversee the preparation of all financial reporting
- Advise on long-term business and financial planning
- Assist in the auditing process annually

*Human Resources:*

- Assist with strategic recruiting and retention of staff to meet the human capital needs of strategic goals
- Oversee the onboarding of new US staff, including orientation and training
- Develop and implement compensation and benefit plans that are competitive and cost-effective for the organization
- Work with the Directors' team to ensure that staff have clear job descriptions and regular performance reviews
- In coordination with the Directors' team and support staff, develop and maintain policies appropriate to the organization that support the ongoing work and minimize risk to the organization

*Legal Issues:*

- Oversee the development of contracts for the organization, including Memoranda of Understanding (MOUs)
- Ensure that, to the extent possible as outlined by the ECFA, the organization is following all laws in the countries in which it operates

- Work strategically to manage and minimize risk to the organization due to potential legal issues

*Member Care:*

- Work with the Member Care Coordinator to ensure staff have appropriate levels of support in onboarding, ongoing work, and transitions
- Work with leadership personnel and the Member Care Coordinator in crisis situations among the staff and their families

*Coordination with Remote Sites:* The organization has several remote sites, including two campuses (one in Kenya, one in South Asia), which have their own administrative staff. This position coordinates with the administrative operational staff at these remote sites to answer questions, ensure coordination alignment with US accounting and legal standards (including General Accepted Accounting Principles).

**Requirements:**

- A vibrant relationship with Jesus Christ and agreement with the organization's statement of faith
- A minimum of a BS/BA; an MBA, Masters in Operational Leadership, or related field is a plus
- A minimum of two years' experience in business management roles
- Exceptional ability to communicate and work well with staff in the field and with administrative staff; this includes fluency in at least one sign language and fluency in written English
- Ability to work well cross-culturally, with international nonprofit experience a plus
- Proficiency with standard Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong analytical and problem-solving skills
- Attention to detail
- Ability of keep confidentiality with sensitive information of the organization
- Strong commitment to developing team members

If these are your gifts and you are interested, please send a resume to [employment@doorinternational.org](mailto:employment@doorinternational.org). Questions can be directed to the same email address.

DOOR International is a non-profit organization that assists Deaf communities worldwide in translation of the Bible into various sign languages, as well as training Deaf leaders in evangelism and church planting. DOOR is affiliated with Wycliffe Global Alliance, the Forum of Bible Agencies International, ECFA, and the Issachar Initiative. The administrative office is located at 135 N State St, Suite 200 in Zeeland, MI. For more information about DOOR International, visit <http://www.doorinternational.org>.