



JOB TITLE: International Operations Manager

REPORTS TO: Director of International Ministries

JOB STATUS: Part time (10-20 hours per week)

*This position requires the individual to raise their own funding support.
Support amount determined using the Support Raising Calculator.*

Summary:

This position will provide logistical management and support for the international ministries of WDA.

1. Develop and implement policies and procedures alongside the Director that will support the growth and core values of the international ministries department.
2. Help the Director develop and implement an annual budget for the international ministries department.
3. Work with our Director of Generosity to explore funding opportunities for our annual ministry budget and other large projects.
4. Provide logistical support for WDA trainers as needed.
 - A. Assist with translation and publishing projects.
 - B. Help organize seminars and retreats overseas.
5. Provide team leadership.
 - A. Plan and lead weekly meetings with input from the Director.
 - B. Help develop agendas for the Executive International Team (EIT).
6. Delegate tasks to the International Logistics Coordinator.
7. Oversee international staff reporting and compliance with policies.
 - A. Manage and track “Shalom” and special funding requests.
 - B. Determine funding priorities for international staff and their ministries.
 - C. Develop and manage a quarterly reporting system that aligns with the WDA impact reporting system.

Position Key Customers

1. International team staff members - Provide support and assistance.
2. Intl. associate staff and trainers - Provide management and accountability.
3. Other key international partners- Broker agreements and maintain relationships.

Primary Responsibilities

1. Help develop & maintain infrastructure for International Ministries department in order to sustain healthy & long-term growth.
2. Support international staff, associates, and key partners.
3. Communicate WDA's vision, mission, priorities and key messages.

Qualifications: A well suited candidate will possess the following traits:

1. A committed Christian and in agreement with WDA's Statement of Faith.
2. Passionate about WDA's mission to serve the church worldwide by developing Christ-like character in people and equipping them to disciple others.
3. 3-5 years significant prior transferable professional experience preferred.
4. Demonstrate a quality of spiritual life that is an example to others.
5. Strong financial and administration background.
6. Experience in project management.
7. High attention to detail.
8. Strategic thinker able develop creative solutions to unseen problems.
9. Capable of leading others in a decisive but compassionate way.
10. Strong ability to bring projects from concept to completion.
11. Capable of effective collaboration in a highly complex organization.
12. Self-starter/ takes initiative.
13. Strong work ethic and an ability to work independently and solve problems.
14. Handle sensitive financial and personal information and maintain confidentiality.
15. Strong organizational skills and ability to prioritize assigned tasks.
16. Demonstrate competence in today's electronic environment (Mac and MS Office environments) and ability to learn Neon CMR application.
17. Strong cultural competency and ability to familiarize oneself and adapt to vastly different cultures, communication styles, and norms.
18. High emotional intelligence, high capacity for healthy conflict, emotionally healthy (and commitment to pursue growth in this area).