

## **Job Title: Director of Operations // Dwellings Non-Profit Ministry**

Location: Little Rock, Arkansas (Hybrid Work Situation)

Hours: Full-time (35-40 hours per week)

**About Dwellings:** Dwellings is committed to helping people cultivate communities around the presence of Jesus. We are passionate about resourcing and connecting leaders of small communities and house churches, as we contend for a move of God in the Western church. We hire people that fit our team values of: humility, creativity, adaptability, collaboration, and initiative, and agree with our primary theological convictions at [www.dwellings.info/mission](http://www.dwellings.info/mission).

**Job Description:** Dwellings is seeking a Director of Operations to join our team in Little Rock, Arkansas, and be a key part of helping grow our mission around the world, while being a part of the house church movement locally. This role is second in the organization, and pivotal in ensuring the smooth functioning of our organization. As the Director of Operations, you will manage day-to-day operations and ensure the team implementation of the vision of our visionary leader.

### **Responsibilities:**

*Operational Leadership:* Oversee and manage the daily operations of the organization, ensuring efficiency, effectiveness, and alignment with our mission and vision.

*Team Meetings:* Lead our primary weekly team meeting to ensure effective communication and collaboration within the organization, according to the EOS/Traction method. We will offer training on this method.

*Support of Visionary Leader:* Work closely with the visionary leader to implement the organization's strategic direction and goals, with the opportunity to build a startup ministry from the ground up.

### **Qualifications:**

- Minimum of 3 years of leadership experience.
- Strong organizational skills with a high level of attention to detail.
- Flexibility to adapt to changing circumstances when necessary.
- Strong execution-oriented mindset, capable of translating strategy into action.

*Creative gifting would be a bonus, as many of our operations intersect with creative fields.*

**Additional Information:**

- This is a hybrid work situation, with a mix of remote and in-office work. June/July are our flex months that allow great flexibility for special projects.
- The role includes travel, around 3-5 times a year, to areas in the US and UK where the movement is growing.
- As a faith-based missionary organization, you are expected to raise financial support, which covers your salary, expenses, retirement, and insurance. Training and coaching will be provided to effectively support this process.

**To Apply:**

This is a full-time, on-site position in Little Rock, AR. If you believe you meet the criteria as stated and have the passion to help us move forward as our Director of Operations, send a cover letter and resume (with reference) to [info@dwelling.info](mailto:info@dwelling.info) with the subject line "Director of Operations."