



YOUTH FOR CHRIST

PUERTO RICO

Job Description for Director of Operations & Development

The following document outlines the job description and expectations of the Director of Operations & Development for Youth for Christ Puerto Rico. This document may be adjusted as the ministry continues to grow and evolve.

The National Director, along with the counsel of the Board of Directors, will reassess the needs of the ministry and make any necessary adjustments to ensure continued advancement of the Gospel on the island.

Position Overview

Job Type: Full-Time

Classification: Exempt

Hours: 40hrs

Location: Aguadilla, PR

YFCPR Reporting Structure

The Director of Operations & Development reports directly to the National Director of YFC PR, who serves as supervisor and primary point of contact for all operational and organizational matters.

Spiritual Responsibilities

Because the overriding religious purpose and mission of Youth For Christ PR is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth For Christ be recognized as an associate minister of the Gospel. As an employee of Youth for Christ and an associate minister of the Gospel, YFC expects all employees to:

- Seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives.
- Spend time regularly in devotion, prayer, and worship individually
- Participate in and occasionally lead regular times of prayer, devotion and worship with the YFCPR team
- Teach and preach from the Holy Bible, accurately handling Biblical truth
- Model empathy, humility and care for all people.
- Demonstrate a humble and teachable spirit.
- Be active in a local church

Fundraising Responsibilities

All YFC employees are expected to regularly and actively participate in faithful activities that advance the stewardship functions of YFCPR. These activities will include but are not limited to extending invitations to fundraising events, recruiting personal circle of influence YFC donor contacts, sending letters, handwritten notes, personal calls, and personally ministering to donor contacts.

Terms and Conditions

The following items depict expectations during the term:

- Adhere to all policies & procedures put in place by YFCPR
- Attend weekly staff meetings
- Attend weekly local church services at church of choice
- Complete required YFCPR staff training & attend all YFCPR volunteer trainings

Position Summary

The Director of Operations & Development provides strategic and operational leadership to ensure effective management, financial stewardship, and sustainability of Youth for Christ Puerto Rico. This role oversees internal systems, compliance, and resource development, strengthening the organization's operational capacity and supporting healthy growth. By focusing on execution and infrastructure, the position enables the National Director to concentrate on ministry leadership, relationships, and organizational expansion.

Key Areas of Responsibility

The following will be the key areas of responsibility for Job Description for *Director of Operations & Development*:

Operations of YFC PR

- Coordinate and supervise daily operations in conjunction with the National Director
- Manage workflows, timelines, and operational milestones
- Develop and implement annual operational plans
- Establish and maintain policies and procedures
- Oversee facilities, vendors, and organizational resources

Financial Management & Compliance

- Lead budgeting, financial tracking, and reporting
- Ensure stewardship of all funds
- Oversee payroll, benefits, and compliance
- Support audits and board financial reporting

Human Resources & Organizational Development

- Oversee hiring, onboarding, and staff development
- Support recruitment and retention
- Strengthen organizational culture
- Implement performance management systems

Strategy & Leadership Support

- Partner with National Director in executing strategy
- Support strategic planning
- Represent organization with partners as needed

Ministry Development

- Support operational needs of ministry programs
- Monitor program effectiveness

- Support expansion into new communities

Fundraising & Resource Development

- Build relationships with donors, churches, and partners
- Support fundraising events and campaigns
- Assist in grant research and proposals
- Develop local, national, and international funding opportunities

Strategic Role Clarification

The National Director is responsible for vision, ministry leadership, external relationships, and overall fundraising leadership.

The Director of Operations & Development focuses on execution, systems, compliance, and expanding organizational capacity.

This role strengthens internal operations and fundraising systems, enabling sustainable growth while reducing dependency on a single leader.

Requirements

- A growing personal relationship with Jesus Christ and active involvement in a local evangelical church.
- Passion for the mission of Youth For Christ and reaching young people with the Gospel.
- Bachelor's degree in Business, Finance, Nonprofit Management, or a related field (preferred).
- 3+ years of experience in operations, administration, finance, or nonprofit leadership.
- Strong organizational, leadership, and project management skills.
- Experience with budgeting, financial oversight, and organizational systems.
- Proficiency in QuickBooks (or similar accounting software), Microsoft Office, and Google Workspace.
- Excellent communication skills in English and Spanish.
- High integrity, self-motivation, and the ability to work both independently and collaboratively.
- Willingness to occasionally work evenings, weekends, and attend ministry events as needed.

EEO Statement

Youth For Christ (YFC) provides equal employment opportunities (EEO) employees and applicants for employment without regard to race, color, sex, national origin, age, handicap, marital status, or other unlawful discriminatory characteristics in accordance with applicable federal, state and local laws.

YFC is classified as an Association of Churches and as such our hiring practices reflect that designation. As a religious nonprofit organization, YFC incorporates within each leader role the requirement to model, teach, share and live the faith. The relationship between YFC's mission and each of its leaders is its lifeblood and as such does at all times and in all instances reserve the right to make employment decisions based upon a person's religious beliefs, personal character and lifestyle consistent with our understanding of the Bible or with our overall goals and requirements for Christian ministry.

We seek to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for growth, development, promotion, training and compensation.

We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the organization.

