

JOB RESPONSIBILITIES

Job Title Joshua Project Director of Operations

Supervisor: Executive Director

Date Created/Revised: 10/17/2025

Position Summary:

The Joshua Project Director of Operations is responsible for directing the internal operations of Joshua Project. The responsibilities associated with this role particularly involve overseeing the information, technology, finances, and administration of the organization.

Essential Roles and Responsibilities:

- Oversee day-to-day operations
- Oversee finances and budgeting
- Oversee the organization's workflow and working structure
- Serve as a liaison with Axia and oversee HR and finances
- Manage lease and main work office
- With the help of Axia, ensure the organization has appropriate insurance
- Work with Axia to ensure legal compliance
- Oversee daily administration
- Continually monitor and adjust systems and processes to ensure consistency, efficiency and up-to-date standards across all aspects of operations
- Ensure consistent software integration across all departments
- Ensure that all departments and staff are realizing organizational goals
- Ensure organizational cohesion around core objectives
- Foster clear and effective communication within the organization
- Resolve issues and solve problems within the business or content spheres of the organization
- Attend weekly organization wide staff meeting and any team related meetings
- Maintain required levels of ministry support through regular time in ministry partner development
- Proactively network with Operations counterparts in other mission organizations to learn, adapt, and apply best practices for Joshua Project's context

Knowledge, Skills and Abilities:

- Problem solving skills
- Leadership and decision-making skills
- Team-building and supervision skills



- Ability to prioritize tasks and manage deadlines
- Discernment in deploying limited human resources given an expanding task and audience
- Networking and relational skills, particularly across cultures
- High proficiency in MS Office suite and MS Teams
- General understanding of data management and web development principles and best practices
- Strong financial management skills, working knowledge of accounting software
- Willingness to take Spirit-led risks and unafraid of failure
- Flexibility and humility
- Trustworthy and above reproach
- Participate in additional work training as deemed appropriate

Qualifications:

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Demonstrates a thorough understanding of the Bible.
- Evidences God's calling to play a role in his mission to spread the gospel among all peoples of the world.
- Has the ability to work closely with a team and can set aside personal interests for what is best for the team.
- Can graciously submit to those in authority.
- Is age twenty-one or older (no maximum age).
- Has a GED, high school diploma, or equivalent outside the United States.
- Has the experience to fulfill the job assignment.
- Is legally able to work in the country of operation.
- Aligns with [Joshua Project's statement on marriage, gender, and sexuality](#).
- Has no credit card debt and all other loans (student, mortgage, etc.) are manageable.
- Shows evidence of good emotional, physical, financial and mental health.
- Demonstrates a healthy relationship with a local evangelical church.
- Agrees with the Lausanne Covenant, World Evangelical Alliance statement of faith, and Joshua Project's core values.
- Demonstrates relational skills to network with partners for raising salary and ministry support.
- Passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ
- Previous leadership and team-building experience
- Experience in leadership of an organization
- Demonstrated innovation success
- Preference towards workers with previous cross-cultural ministry experience
- Ability to work with ever-changing technology applications for internal processes and internal/external communications



Minimum Physical Requirements:

- The duties of this job frequently require the worker to sit for extended periods of time.
- Must have the ability to type written communication, speak and hear with clarity to facilitate good communication in virtual meetings