Subject: Associate Director Position Description Feedback Request

Dear OHPM Executive Committee,

I would welcome each of you to help shape this position going forward by suggesting responsibilities, qualifications, expectations, reporting structures, performance measures, or any additional tasks you believe would strengthen the role and better serve the ministry's mission and future growth.

This position plays a critical role in the day-to-day operations of Operation Hope Prison Ministry, and I value your experience and perspective as we work together to ensure the position is structured for long-term success.

Thank you for your continued leadership, service, and commitment to the mission of Operation Hope Prison Ministry. I look forward to your feedback.

Blessings,

Todd Gessele
Executive Director
Operation Hope Prison Ministry
www.operationhopeprisonministry.org

Operation Hope Prison Ministry

Associate Director (Part-Time)

Organization: Operation Hope Prison Ministry (OHPM)
Position Title: Associate Director
Location: Tulsa, Oklahoma
Reports To: Executive Director
Classification: Part-Time, Non-Exempt, At-Will Employment
Starting Compensation: Inquire
Schedule: Up to 29 hours per week
Regular Office Hours: Monday through Friday, 8:30 AM to 2:30 PM
Probationary Period: 180 Days

Vacation: 1 paid week per year

Position Summary

The Associate Director serves as the operational leader of Operation Hope Prison Ministry, providing day-to-day management of ministry operations, personnel, systems, finances, donor relations, events, and community partnerships. The Associate Director is responsible for ensuring that the ministry functions efficiently, professionally, and in a manner consistent with the organization's faith-based mission.

The Associate Director serves at the pleasure of the Executive Director and Board of Directors. The Executive Director and Board retain primary responsibility for organizational vision, strategic planning, fundraising, board governance, executive leadership, and human resource policy.

The ideal candidate is a self-starter, idea generator, team builder, and servant leader who treats every person with dignity, respect, and grace. This individual must be highly organized, technologically proficient, financially responsible, mission-focused, and capable of managing multiple projects simultaneously.

Essential Duties and Responsibilities

Leadership & Administration

- Manage the daily operations of the ministry office.
- Supervise office staff, volunteers, interns, and assigned personnel.
- Coordinate workplace assignments, priorities, projects, and schedules.
- Conduct regular staff meetings and operational planning sessions.
- Maintain a positive, professional, and productive work environment.
- Foster teamwork, communication, accountability, and staff morale.
- Assist in implementing organizational goals and strategic initiatives established by the Executive Director and Board.
- Develop and maintain ministry policies, procedures, and operational systems.
- Preserve organizational history, records, files, and archives.
- Perform other duties as assigned by the Executive Director.

Office Security & Facility Management

- Open and secure the office as assigned.
- Manage office keys, access codes, and security procedures.
- Assign and track keys and facility access.
- Ensure confidential information is protected.

- Maintain a safe, secure, organized, and welcoming office environment.
- Monitor facility needs and coordinate repairs, maintenance, and vendor services when authorized.

Staff & Team Development

- Maintain employee and volunteer schedules.
- Assign and monitor daily tasks and responsibilities.
- Promote teamwork and professional development.
- Assist with staff onboarding and training.
- Encourage a Christ-centered culture of encouragement, accountability, and service.
- Help maintain high staff morale and workplace engagement.

Donor Relations & Stewardship

The Associate Director shall oversee implementation of OHPM's donor stewardship standard:

Every donor and corporate sponsor should be thanked three times, three ways, within three months.

Methods may include:

- Handwritten thank-you notes
- Personal phone calls
- Email acknowledgments
- Ministry impact reports
- Social media recognition
- Event recognition
- Personal visits

Responsibilities include:

- Maintaining donor records.
- Tracking acknowledgment activities.
- Coordinating donor communications.
- Ensuring donors and sponsors are appreciated in a timely and meaningful manner.

Community Relations & Public Representation

Represent Operation Hope Prison Ministry at:

- Community meetings
- Reentry coalitions
- Professional conferences
- Churches and civic organizations
- Media interviews
- Fundraising events
- Partner meetings
- Public presentations

Develop and maintain relationships with:

- Correctional facilities
- Government agencies
- Community organizations
- Housing providers
- Employers
- Recovery organizations
- Educational institutions
- Churches
- Sponsors and donors
- Reentry service providers

Serve as a professional ambassador for the ministry at all times.

Corrections & Reentry Responsibilities

- Obtain correctional facility badging and authorization for in-facility ministry work within six months of employment, if eligible.
- Participate in prison and reentry programs as assigned.
- Support client services and community reintegration efforts.
- Assist in building and maintaining statewide resource networks.

Event Planning & Committee Leadership

- Chair or co-chair event committees as assigned.
- Assist with planning and execution of:
    - Annual Banquet
    - Golf Tournament
    - Fundraising Campaigns
    - Volunteer Appreciation Events
    - Community Outreach Activities
    - Reentry Conferences
    - Special Events
- Coordinate volunteers, vendors, sponsors, and logistics.
- Maintain event records and committee reports.
- Assist with sponsor cultivation and stewardship.

Technology & Systems Management

Website Administration

- Assist with maintenance and updating of the OHPM website.
- Coordinate content updates and improvements.
- Assist with branch launches and online ministry expansion.

Case Management Dashboard

- Set up new branches and regional locations.
- Establish user accounts and permissions.
- Train staff and volunteers on dashboard utilization.
- Monitor dashboard data quality and consistency.

Resource Directory Development

Research, verify, and add:

- Housing resources
- Employment opportunities
- Food resources
- Treatment programs
- Educational opportunities
- Government services
- Faith-based resources
- Recovery programs
- International resources when appropriate

Organize resources by:

- Region
- County
- City
- State
- Nation

Financial Administration

The Associate Director may serve as an authorized bank signatory subject to Executive Director oversight, Board policy, and established internal controls.

Responsibilities may include:

- Organizational bill payment processing.
- Vendor setup and vendor payment management.
- Donation processing and receipting.
- Preparing donor gift receipts and acknowledgments.
- Monthly account reconciliation.
- Budget monitoring and reporting.
- Expense tracking and review.
- Financial record maintenance.
- Invoice processing.
- Monitoring accounts payable and receivable.
- Preparing financial reports for leadership and board review.
- Assisting with annual budgeting processes.
- Coordinating with external accountants and auditors.
- Assisting with preparation of IRS Form 990 and other required filings.
- Supporting audits and financial reviews.
- Maintaining financial accountability and stewardship standards.

Reporting Responsibilities

The Associate Director shall prepare and present a comprehensive report every two months to the Executive Committee and Board of Directors.

Reports should include:

- Ministry updates
- Operational metrics
- Staffing updates
- Financial summaries
- Event reports
- Dashboard metrics
- Resource development progress
- Donor stewardship activities
- Challenges and recommendations

Required Knowledge & Skills

Administrative & Organizational

- Excellent organizational skills.
- Strong project management abilities.
- Ability to manage multiple priorities simultaneously.
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Professional telephone etiquette.
- Ability to maintain confidentiality.

Technology Proficiency

Working knowledge of:

- Microsoft Office Suite
    - Word
    - Excel
    - Outlook
    - PowerPoint
- Apple Numbers
- QuickBooks
- Canva
- Adobe Photoshop or similar graphic design software
- Website content management systems
- AI-powered productivity and design tools
- Database and case management software

Leadership Qualities

The ideal candidate is:

- A self-starter
- A problem solver
- An idea generator
- A team builder
- A servant leader
- Mission-focused
- Positive and encouraging
- Professional and dependable
- Resourceful and adaptive
- Committed to treating all people with dignity and grace

Work Schedule & Travel Requirements

This position averages up to 29 hours per week with a normal office schedule of 8:30 AM to 2:30 PM, Monday through Friday.

Flexibility is required and may include:

- Early morning meetings
- Evening meetings
- Weekend events
- Fundraising activities
- Community outreach functions
- Media appearances
- Regional travel throughout Oklahoma
- Professional conferences
- Training events
- Occasional overnight travel

Additional work hours surrounding fundraising events, conferences, major initiatives, or ministry projects may be authorized by the Executive Director.

Approved mileage, lodging, registration fees, meals, and other ministry-related travel expenses will be reimbursed according to ministry policy.

Probationary Period

Employment shall begin with a **180-day probationary period**.

During this period, performance will be evaluated based upon:

- Job proficiency
- Attendance
- Reliability
- Initiative
- Professional conduct
- Teamwork
- Cultural fit
- Ministry effectiveness

Completion of the probationary period does not guarantee continued employment or alter the at-will nature of employment.

Compensation

- Starting Pay: **$24.00 per hour**
- Part-Time: **Up to 29 hours per week**
- Additional hours may be approved during ministry events and fundraising activities.
- Travel and approved ministry expenses are reimbursable according to organizational policy.

At-Will Employment Statement

Employment with Operation Hope Prison Ministry is **at will**. This means that either the employee or Operation Hope Prison Ministry may terminate the employment relationship at any time, with or without notice, and with or without cause, subject to applicable law.

Nothing contained in this job description, employee handbook, personnel policy, verbal statement, ministry practice, performance evaluation, or any other communication shall be interpreted as creating a contract of employment, guaranteeing employment for a specific period of time, or limiting the right of either party to terminate employment.

Operation Hope Prison Ministry reserves the right to revise, modify, assign, reassign, expand, reduce, or eliminate job duties, schedules, reporting relationships, policies, compensation, and operational requirements as ministry needs dictate.

Employees are expected to support and uphold the mission, values, policies, and faith-based objectives of Operation Hope Prison Ministry and to conduct themselves in a manner that reflects integrity, professionalism, compassion, accountability, and servant leadership.