# Operation Hope Prison Ministry

## Associate Director Position Summary

### Position Overview

The Associate Director serves as the chief operational leader of Operation Hope Prison Ministry (OHPM), overseeing daily ministry operations, financial administration, donor stewardship, staff support, event management, community partnerships, and organizational systems. The position ensures the ministry operates efficiently, professionally, and in alignment with OHPM's Christian mission and values.

### Key Responsibilities

#### Operations & Leadership

- Manage daily office operations and administrative functions.
- Supervise staff, volunteers, and ministry projects.
- Conduct staff meetings and coordinate workplace priorities.
- Maintain a positive, Christ-centered work environment.
- Serve as primary operational support to the Executive Director.

#### Financial Administration

- Manage QuickBooks data entry and reconciliations.
- Process donations, invoices, and financial transactions.
- Monitor budgets and prepare financial reports.
- Coordinate with accountants, auditors, banks, and oversight agencies.
- Assist with annual audits, Form 990 preparation, and financial compliance.

#### Donor Relations & Development

- Maintain donor records in Neon CRM.
- Ensure prompt gift acknowledgments and tax receipts.
- Generate donor reports and communication lists.
- Implement OHPM's donor stewardship strategy.
- Support grant applications and grant reporting activities.

#### Events & Fundraising

- Coordinate OHPM's annual banquet, golf tournament, and special events.

- Manage sponsors, vendors, volunteers, registrations, and logistics.
- Oversee event marketing, programs, signage, and presentations.
- Track donations, auction items, sponsorships, and event outcomes.

**Programs & Community Relations**

- Support prison ministry and reentry initiatives.
- Maintain relationships with correctional facilities, churches, government agencies, and community partners.
- Assist with statewide resource development and reentry support services.
- Coordinate special projects including Christmas Kindness and other ministry programs.

## Qualifications

The ideal candidate is a highly organized self-starter with experience in nonprofit administration, bookkeeping, donor relations, project management, and leadership. Strong proficiency in QuickBooks, Microsoft Office, database systems, communication, and relationship-building is required. A commitment to Christian ministry, servant leadership, and helping justice-involved individuals rebuild their lives is essential.

## Position Details

- **Reports To:** Executive Director
- **Status:** Part-Time, Non-Exempt
- **Schedule:** Up to 29 hours per week
- **Compensation:** Starts at $24.00 per hour
- **Location:** Tulsa, Oklahoma
- **Probationary Period:** 180 Days

**Mission Focus:** Advance Operation Hope Prison Ministry's mission by strengthening organizational capacity, supporting staff and volunteers, cultivating donors and partners, and helping formerly incarcerated individuals successfully transition into productive, faith-centered lives.