



## **Open Position: Senior Director of Operations**

Forward Movement is seeking a full-time Senior Director of Operations to drive operational excellence in all of Forward Movement's work, leading in close collaboration with our Executive Director. Using the model of leadership partners set forth in *Rocket Fuel* by Gino Wickman and Mark C. Winters, the Senior Director of Operations will be the integrator who leads all our work alongside our Executive Director who serves as visionary. This position reports to the Executive Director and joins the Forward Movement leadership team.

We seek an effective leader and team member who can guide our work and help us perform with excellence and efficiency. Nearly all staff will report to this position, thus requiring our Senior Director of Operations to inhabit the role of Chief of Staff. The ideal candidate will have demonstrated exemplary leadership skills and will be detail oriented with a solutions-focused approach to challenges along the way. An entrepreneurial and playful spirit is essential.

### **Key Responsibilities and Tasks\***

1. Oversees the execution of all Forward Movement work, ensuring that it is aligned with our mission and completed within our budget, always seeking to expand our impact and maintain sustainable funding models.
2. Leads, manages, and holds the leadership team accountable for achieving agreed-upon commitments.
3. Integrates all major operating functions of our work. Ensures the entire staff is performing in alignment with our mission. Models the way, always working toward the higher aims of our work to inspire disciples and empower evangelists.
4. Engages in operational improvements with hands-on work, directly tackling challenges and addressing organizational needs. This is not just a supervisory role, but also a roll-up-your-sleeves position.
5. Resolves issues effectively – seeing real problems, being comfortable with conflict, calling out the problems, and solving the problems in a practical and healthy manner. Ensures the leadership team is healthy, functional, and cohesive.
6. Ensures that everyone is truly following and adhering to the company's core processes and operating systems with consistency. Demonstrates effective project management skills.
7. Dependably demonstrates a relentless obsession with values alignment, focus, simplicity, and clarity.
8. Effectively collaborates with our Executive Director and stays on the same page. Maintains a high level of mutual respect, and realizes the unique contributions and ideas that the Executive Director has, possessing an ability to filter and translate those ideas into functional plans for the organization.

9. Confirms that all key messages are properly and consistently cascaded across the organization, including staff, Board of Directors, and key stakeholders. Inherently ensures that everyone is “in the know.” Verifies that a high level of communication exists throughout the organization.
10. Supports a positive work environment by embodying a joyful and hope-filled posture even in challenging times. Laughs!
11. Performs related work as required.

*\* Numbers 1-9 are adapted from a suggested Integrator job description in Rocket Fuel.*

This is a full-time position. Work based in our Cincinnati office is preferred, but we will consider ideal candidates to work remotely. Some travel will be required. Working with strategic plans for the organization will require existing knowledge of, or a willingness to learn and adapt to, the historical context and current needs of the Episcopal Church and the Christian faith.

Written and oral fluency in English is required. Fluency in a second language, especially Spanish, would be ideal.

Inspiring disciples and empowering evangelists worldwide every day since 1935, Forward Movement produces excellent, innovative resources to encourage spiritual growth in individuals and congregations. Our flagship offering is *Forward Day by Day*, a quarterly devotional with a circulation of over 200,000. Forward Movement is a non-profit ministry of The Episcopal Church and is headquartered in Cincinnati, Ohio.

In its hiring and employment practices, Forward Movement does not discriminate based on race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, disabilities, or age.

Salary will be commensurate with experience. Forward Movement offers a full package of benefits.

Email resume and cover letter by April 15, 2025 to Ms. Tania Jones at [jobs@forwardmovement.org](mailto:jobs@forwardmovement.org).

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