

Director of Administration

The mission of Nueva Vida to impact Santa Maria de Jesus, Guatemala through leaders of integrity who love Jesus!

Reporting to the executive director (ED), the director of administration will define and implement the infrastructure needed to support organizational sustainability and growth. This position will also facilitate the administration of the development of the ministry, supporting the organization to build and maintain a sustainable network of ministry advocates.

As a member of the senior management team, the director will serve as a business partner to the ED and be involved in strategic planning conversations, professional development initiatives, and mentorship of ministry staff.

Qualifications

- At least five years of professional experience, including involvement in development and administrative processes (preference given to nonprofit experience).
- Experience and interest in creating and supporting sustainable change in a growing organization.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Demonstrated basic financial literacy to support adequate oversight of third-party financial reporting.
- Basic understanding of audit, compliance, budget, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Moderate technology literacy with professional experience in Microsoft and Google Drive.
- Flexible and a self-starter
- Personal qualities of integrity, leadership, credibility, and a commitment to Nueva Vida's mission.
- Heart for mission, honors faith as integrated into all aspects of organization management and represents Nueva Vida to others professionally and with care.



Specific Responsibilities

Administration of Development

- Support ED in building and maintaining donor relationships through coordination and implementation of external communication and fundraising strategies.
 - Thank you notes, email campaigns, event preparations, direct donor communications.
- Build upon and maintain positive reputation for Nueva Vida
- Oversee and ensure preparation of content, communications and/or presentation materials for donor development.
 - Marketing materials, website updates, announcements
- Collaborate with ED in consideration of and pursuit of grants.
- Update, organize and maintain accurate Bloomerang CRM database.
- Support ED in coordination of domestic and international development trip efforts

Administrative Leadership and Management

- Support ED on the organization's financial, budgeting, and administrative processes with an eye for continuous advancement of our internal processes.
 - HR and administrative email inquiries, financial forecasting, and budget preparation
- Lead Nueva Vida's staff to manage and coordinate IT use (hardware and software).
 - Google account access, Microsoft accounts, setting up new technology.
- Oversee the organization's third-party financial partners and support preparation of consolidated monthly financial reports for the ED and board of directors.
 - Coordination with bookkeeping services/personnel in the US and Guatemala including review of Guatemalan reports.
- Coordinate all audit activities in collaboration with the treasurer of the board of directors.
- Act as staff liaison for our nonprofit board members and support our board policy development