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JOB TITLE: Chief Operating Officer (COO)

JOB SUMMARY: The United Disaster Relief Network (UDRN) represents the national division of the Austin Disaster Relief Network (ADRN), comprised of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. Utilizing ADRN's successful model of disaster response, UDRN's primary function is to train, equip, and inspire other cities across the nation in launching Disaster Relief Networks. UDRN seeks a Chief Operating Officer to be based in Austin, Texas. Effectively and efficiently manages the organization's day-to-day operations in support of established policies, goals, and objectives; provides leadership, strategic direction, and vision.

DUTIES AND RESPONSIBILITIES: The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. The Executive Director or Board of Directors may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

LEADERSHIP:

- Develops, implements, and monitors operation policies and procedures that will enable UDRN to expand its territories across the U.S. and eventually, globally.
- Develops and executes strategic and tactical operations plans to train 100 church networks by 2025 and build a national network of churches, empowering newly formed church networks to thrive.
- Develops, monitors, and implements processes based on Malcolm Baldrige framework to effectively manage organization's current activities and operations as well as its plans for growth; ensures that effective processes are in place so that growth/change is achieved with minimal disruption to day-to-day activities and earned-income activities.

OPERATIONS:

- Provides hands-on management of the organization's day-to-day operations with the ultimate goal of effectively serving new church network needs.
- Manages organization's financial planning and controls; determines fundraising performance goals and ensures they are achieved.
- Manages all operating budgets in close coordination with senior staff.
- Ensures that all organization operations comply with federal, state, local, and/or organization policies and regulations.



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- Prepares all required Operational and Executive reporting.
- Analyze statistical and financial data.
- Identify relevant laws, regulations, and/or policies that will help UDRN achieve its goals and keep the organization above reproach.
- Coordinate multiple tasks simultaneously.
- Performs other duties as assigned by Executive Director or Board of Directors.
- Develops strategic relationships with non-profit partners, organizations and other affiliations UDRN's national network would benefit from to advance God's Kingdom within their community.
- Attend annual ARC Disaster Conference.
- Meet with National Training Academy attendees when required.

HUMAN RESOURCES:

- Develops, implements and monitors a staff hiring and development plan that will enable and empower UDRN to launch 100 church networks nationwide by 2025.
- Oversees internal workflows and organizational development; ensures communication and information flow throughout the organization is efficiently managed to provide all employees, consultants and managers with current, pertinent, job-related information.
- Directs and oversees all staff-related activities and human resources functions.
- Hires, trains, supervises, motivates, and develops department managers.
- Assigns duties and monitors quality of work; assures staff conforms to organizational vision, mission, culture, values, policies and procedures and government regulations.
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance.
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions.

QUALIFICATIONS

- Bachelor's degree (B.A./B.S.) in related field or equivalent;
- Six to eight years related experience or equivalent.
- Demonstrated proficiency in supervising and motivating subordinates.
- Commitment to excellence and high standards.
- Excellent written and oral communication skills.
- Basic competence in subordinates' duties and tasks.
- Ability to work with all levels of management.



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- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and committees
- Proficient on Google Applications (Sheets, Docs, etc.) and Microsoft Word, Excel, PowerPoint and Outlook.
- Proven leadership and business acumen skills.
- Proven ability to handle multiple projects and meet deadlines.
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.

WORK ENVIRONMENT

- Office
- Field – Disaster Areas

CURRENT MANAGEMENT OVERSIGHT

- Training Director
- National Relationship Development Manager
- Donor Ministries Manager (future)

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.