



JOB POSTING

Director of Operations
January 2025

Director of Operations

Eston College is seeking a Director of Operations (DOO). This role will guide our organization into a new era of excellence by managing daily operations, empowering staff, and implementing strategic initiatives in alignment with the President's vision. Initially part-time (22.5 hours per week) for a 90-day period, the position offers the potential for full-time status based on performance and institutional needs. Starting salary will be determined based on experience and education.

Position Overview

The DOO will report directly to the President and join the senior leadership team of the college. This position will assume much of the operational authority currently held by the President, enabling the President to focus on strategic leadership, external representation, and governance. The DOO will oversee internal management, day-to-day decision-making, and the execution of strategic initiatives developed by the President and leadership team.

Key Responsibilities

- Oversee operational functions of the college, collaborating with the Academic Dean, Dean of Students, and Chief Administrator to ensure smooth execution of institutional goals.
- Coach and mentor staff and volunteer teams, fostering professional growth and ensuring successful project outcomes.
- Improve and maintain systems and procedures aligned with the college's mission and vision.
- Cultivate and manage donor relationships, contributing to fundraising efforts.
- Represent the President by making key operational decisions as needed.

All Eston College employees are encouraged to actively engage in the spiritual life of the college, including attending chapel and fostering a culture of discipleship.

Qualifications

Required Qualifications:

- Proven proficiency in leadership and management, with the ability to inspire and guide teams.
- Excellent written and verbal communication skills, including the ability to mentor others in these areas.
- Strong decision-making skills and the ability to manage multiple priorities effectively.
- Five or more years of leadership experience.

Desired Assets:

- A high value for biblical knowledge and action, Spirit-filled living, evangelism, and discipleship.
- An appreciation for and ability to cultivate a biblically orthodox, Pentecostal-charismatic spiritual environment.
- Creative problem-solving skills.
- Strong relational and customer service abilities.
- Fundraising and donor relations aptitude.
- Effective goal-setting, follow-through, and performance assessment capabilities.
- Team leadership and management experience, including assessing performance, analyzing data, and creating initiatives for improvement.
- Ability to navigate and thrive in both missional and academic environments.
- An undergraduate or graduate degree in a relevant field and familiarity with biblical higher education are strong assets but not required.

How to Apply

Interested candidates should submit an up-to-date resume or CV along with a succinct cover letter explaining their interest in the position and why they believe they are the right fit. Applications can be sent to ssdouglas@estoncollege.ca.

Candidates will be informed if they advance to the interview stage, which may involve one or more conversations with the President and other members of the staff.

Applications will be accepted until **February 28, 2025**. Confidentiality of all applications will be maintained throughout the hiring process.

Join us in shaping the future of Eston College as we continue to pursue excellence in Christ-centered education and Spirit-filled leadership!