



**Join a Mission-Driven Team That Changes Lives!**

## **Director of Operations (Full Time)**

Location: Hope's Promise Office - Castle Rock, CO (On-site, with flexible working hours)

Schedule: 40 hours per week | Monday–Friday (within 8:30 a.m.–4:30 p.m. Mountain Time)

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### **About Hope's Promise**

Hope's Promise is a Christian, family-oriented nonprofit dedicated to ensuring children have the opportunity to grow up in safe and nurturing families. We provide comprehensive foster care services, adoption services, and global orphan care programs. Join our growing and dynamic team as we make a meaningful impact on the lives of children worldwide.

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### **About the Opportunity**

We are seeking a detail-oriented and proactive Director of Operations to join our leadership team. This role is integral to the day-to-day success of our organization, combining strategic financial oversight with operational excellence. You'll have the opportunity to directly contribute to our mission while leading key operational functions.

This position offers flexibility within our business hours to help you balance your personal and professional life, while also providing a unique opportunity to advance your nonprofit leadership skills within a supportive and mission-driven environment.

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### **Key Responsibilities**

- Provide strategic financial management and budgeting oversight
  - Manage accounts payable, receivable, payroll and general ledger processes
  - Prepare monthly, quarterly, and annual financial reports
  - Conduct cash flow analysis to forecast trends and support decision-making
  - Support financial auditing processes
  - Collaborate on the development of annual budget
  - Oversee Donor Perfect CRM system
  - Manage human resources processes
  - Serve as IT liaison
  - Oversee facility management
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## **What You'll Gain**

- Opportunity to make a lasting impact on the lives of children and families
  - A supportive, mission-driven team committed to walking with families in both joy and hardship
  - Professional growth in a faith-centered, relational work environment
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## **Qualifications:**

- Bachelor's degree in Accounting, Finance, Business Administration, or equivalent experience
  - Minimum 5 years of nonprofit operations experience
  - Experience with nonprofit accounting/budgeting and donor management systems
  - Supervisory experience and proven leadership abilities
  - Strong analytical and communication skills.
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## **Benefits:**

- Flexible work schedules
  - Paid vacation, sick time, holidays, and new parent leave
  - Health/vision/dental coverage
  - Employer matched IRA
  - Mileage reimbursement
  - Opportunities to travel internationally with our orphan care program
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Apply today and join a team where your work truly makes a difference. To apply, please submit your resume and cover letter to [beth@hopespromise.com](mailto:beth@hopespromise.com).