

# LAHASH INTERNATIONAL



## Title: *Chief Operating Officer*

### Job Description

<b>Department:</b>	Executive Team	<b>Work Location:</b>	Portland, Oregon
<b>Reports to:</b>	Executive Director		
<b>Employment Status:</b>			
	<input checked="" type="checkbox"/> Full Time (US)	<input type="checkbox"/> Full Time (Africa)	<input type="checkbox"/> Part Time Volunteer
	<input type="checkbox"/> Part Time (US)	<input type="checkbox"/> Part Time (Africa)	<input type="checkbox"/> Contractor
	<input type="checkbox"/> Servant Team Member		
<b>Effective Date:</b>		<b>Completion Date:</b>	
<b>Hours Required (Average):</b>	40		

### General Description of Work

Reporting to the Chief Executive Officer and as a manager to the Program Directors at Lahash, the Chief Operating Officer (COO) will be responsible for enhancing the internal organization processes and infrastructure that will allow Lahash International to continue to grow and fulfill its mission and vision.

### Essential Functions

#### 1. Fund Development

- a. Raise an amount of financial support mutually agreed upon
- b. Work to establish and maintain a personal team of donors, advocates, and prayer partners to support the ministry work

#### 2. Complete Core Projects

##### a. Management

- i. Advise the Program Directors on key planning issues and make recommendations on important business decisions.
- ii. Monitor Program performance against performance goals to ensure that progress is being made
- iii. Ensure all Program Directors are fully informed of operational objectives
- iv. Establish and monitor performance reporting systems
- v. Set operational and / or performance goals for each program which are sustainable, achievable and tied to long-term goals
- vi. Conduct regular meetings with Program Directors to ensure that priorities are clear and coordination is healthy.
- vii. Facilitate resolution of issues between Programs.
- viii. Take charge in high-priority crises.

##### b. Planning

- i. Direct a team to create a comprehensive Strategic Plan every 3 years and an updated Strategic Plan annually
- ii. Implement training and development for the personal and professional growth of all staff

**c. Human Resources**

- i. Oversee recruitment and hiring of staff

**d. Operations**

- i. Ensure that supplies are well maintained for the general operation and smooth performance of each program

**3. Lahash Community Participation**

- a. Attend the weekly Lahash evening meal with the Portland community (held on Monday)
- b. Attend the Lahash East Africa Conference every two years – and assist with planning the event
- c. Participate and assist with planning the annual U.S. staff retreat
- d. Travel once per year to visit the East African Partners
- e. Attend and help coordinate the monthly solitude days and various other spiritual and educational growth events for the Lahash team

**Knowledge, Skills, and Abilities**

- Minimum of a BA, ideally with an MBA; CPA preferred
- Skills should include organizational development, personnel management, budget development and maintenance, and strategic planning; demonstrated success developing and monitoring systems to manage both operational and programmatic work
- Excellent people skills, with the ability to manage and work alongside a diverse team
- Personal qualities of integrity, credibility, and commitment to the mission and vision of Lahash International
- Ability to multi-task, flexibility, and resourcefulness
- Proactive in starting, maintaining, and completing tasks
- Prompt and thorough job performance
- Team player

**Personal Attributes & Values**

- A maturing relationship with Jesus Christ
- Adheres to the Lahash Statement of Faith and the ethics and morality of the Lahash Staff Handbook
- A passion for holistically caring about vulnerable kids and a desire to advocate on their behalf
- A kind and gracious attitude toward others
- Filled with integrity and pursues spiritual disciplines

**Equipment Used**

- PC computers, digital cameras, kindles, Microsoft and Google software

**Other Duties as Assigned**

In this and any position with Lahash International, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of Lahash International services.

**Mission Statement**

We partner with African Churches to Holistically Care for Vulnerable Children

**Vision Statement**

Our vision is that all children in Africa know Jesus and thrive as they are loved by a flourishing Global Church.