



POSITION DESCRIPTION: DIRECTOR OF ARIEL CORPORATE OFFICE

Ariel Ministries was founded in 1977 with a mission to evangelize and disciple our Jewish brethren with a heavy emphasis on

Bible, theology, and doctrine. The organizational structure of Ariel Ministries includes a corporate office located in San Antonio, Texas, the Shoshanah Campus, located in upstate New York, and representatives and directors located throughout the world.

Position Description: The Director of Ariel Corporate Office reports to the CEO of Ariel Ministries and is responsible for management and oversight of functions supported by the home office. Functions include the management and development of office staff, oversight of contractual, fiscal, and legal obligations related to operational needs, and effective interface internally and externally. This position requires a committed disciple of Messiah Yeshua who physically works at the corporate office in San Antonio.

Key Responsibilities Include:

- Personnel management, evaluation, and development of corporate office staff
- Approval of contracts and other legal documents as needed for the operation of Ariel Ministries
- Financial responsibilities including budget development, oversight, reporting; risk management; review and approval of expense account submissions, branch financial reports, prepared audit reports, and tax returns
- Donor relations and development including the achievement of ministry goals, fundraising, management of donor information, and donor communication.
- Global communication with constituents, donors, extended staff, and vendors on operational issues
- General oversight of key operational areas including human resources, finances, website management and development, facilities management, product management, reporting, and compliance

Required Skills and Attitudes:

- Ability to maintain an enthusiastic, professional, and Christlike attitude while working independently
- Feels called by God to serve in this role and agrees with the core beliefs of Ariel Ministries as expressed in our doctrinal statement at <https://www.ariel.org/about/doctrinal-statement>
- A commitment to promote Jewish evangelism and discipleship, with a growing love for the Jewish people and a desire to see the gospel shared to the Jew first and also to the nations (Romans 1:16)
- Detail-oriented and organized, ensuring quality results related to financial and operational oversight
- Strong written and verbal communication with ability to deliver clear, concise information to all levels within the organization and to external contacts
- Ability to develop and maintain strong servant leadership relationships within the organization, with the board of directors, donors, and constituents
- Demonstrates an understanding of the impact to, and needs of, others in relationship to the functions of this role and seeks to utilize practices and processes that are supportive to the success of the team
- Seeks and considers input from others on important ministry decisions

Qualifications:

- The ideal candidate will have a master's degree in business, finance, administration, marketing, or a related field

and five years of leadership/managerial experience

- Above reproach in character, demonstrating integrity in all areas of life
- Eligible to work in the US

October, 2024