

Job Description

CHIEF OPERATING OFFICER

REPORTS TO: Executive Director

BASED AT: Barnabas Foundation, Crete, IL

SCHEDULE: Full-time

PURPOSE: The Chief Operating Officer (COO) provides strategic and servant-hearted leadership for the day-to-day operations of Barnabas Foundation, ensuring that every internal system, team, and process supports the mission of helping Christians steward God's resources faithfully. Working in close partnership with the Executive Director, the COO translates vision into effective operations, fostering clarity, collaboration, and excellence across the organization. This role exists to strengthen internal alignment so that Barnabas Foundation may serve generous Christians and member ministries with integrity, consistency, and care.

KEY RESPONSIBILITIES

- 1. Operational and Organizational Leadership:** Provide leadership, direction, and oversight to the management team, including the Directors of Client Services, Marketing, Finance and Administration, and Member Services, cultivating unity, trust, and shared purpose.
- 2. Cross-Department Collaboration:** Ensure strong coordination and collaboration among departments so that services are delivered seamlessly and consistently in alignment with Barnabas Foundation's mission, values, and Statement of Faith.
- 3. Systems and Process Stewardship:** Oversee organizational systems, workflows, and operational strategies that promote efficiency, clarity, and service excellence across all teams.
- 4. Strategic Partnership:** Partner closely with the Executive Director in strategic planning and organizational direction, translating vision and strategy into actionable goals, priorities, and operational plans.
- 5. Performance and Continuous Improvement:** Develop, monitor, and evaluate key performance indicators to assess organizational effectiveness and encourage continuous improvement.
- 6. Culture and Values Leadership:** Champion a culture marked by Christian stewardship, accountability, collaboration, and humility, modeling servant leadership that reflects biblical principles in both decision-making and relationships.

7. **Board Engagement:** Represent internal operations and organizational performance to the Board of Directors as requested by the Executive Director, providing clear insight and thoughtful recommendations.
8. **Policy, Compliance, and Risk Oversight:** Oversee the development and implementation of internal policies and procedures to ensure compliance, risk mitigation, and operational integrity.

QUALIFICATIONS

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. A clear calling to help Christians recognize God's ownership of all things and steward what He has entrusted to them in ways that honor Him.
3. Bachelor's degree in business administration, nonprofit management, or a related field required; an advanced degree or additional relevant training is a plus.
4. Ten or more years of progressive leadership experience, including at least five years leading senior-level leaders and cross-functional teams.
5. Demonstrated success in operational leadership, strategic execution, process improvement, and team development within complex organizations.
6. Strong organizational, analytical, and problem-solving skills, paired with a collaborative, servant-hearted leadership approach.
7. Excellent interpersonal, verbal, and written communication skills, with the ability to lead with clarity, grace, and conviction.
8. A personal practice of responsible Christian financial stewardship and active participation in a local church community.

Salary

This is a salaried position with a budgeted annual salary range of \$150,000 to \$200,000.

**Interested individuals should send their cover letter and resumé to:
jobs@BarnabasFoundation.org**