



National Office: 20385 64 Avenue, Langley, BC V2Y 1N5 | 1.800.563.1106 | 604.514.2000 | [powertochange.org](http://powertochange.org)

## Athletes in Action: National Operations Manager

### Job Description

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|--------------------------------|---|
| <b>Job Categories:</b>         | Management; Operations                    |
| <b>Position Type:</b>          | Full-Time; Permanent                      |
| <b>Job Region/Location:</b>    | Langley Headquarters, B.C.                |
| <b>Reporting Relationship:</b> | Reports directly to AIA National Director |
| <b>Working Conditions:</b>     | Normal Working Conditions Prevail         |
| <b>Funding:</b>                | Ministry Partner Development              |
| <b>Application Deadline:</b>   | N/A                                       |

### Position Overview

Athletes in Action is a ministry uniquely designed to reach the sports-minded - both professional athletes and professional fans! Working at the amateur, varsity and professional levels, we encourage players and coaches to use the platform of sports to share the message of God's love. The job of the National Operations Manager for AIA is to plan and organize national events of ministry programs at the youth, elite and international level.

### Responsibilities

- Initiate special projects and strategies deemed necessary for growth and leading edge change within the pro ministry
- Implement programs and tactics that support a new way of evangelism in reaching the secular sport culture in Canada and around the world
- Manage information and administration of the daily operations of AIA Canada's Pro division
- Collate and write various sections for ministry reports including reports for AIA National Director, Donor Fulfillment reports or AIA Year End reports
- Regularly report to AIA leadership on metrics and providing accountability and direction for pro staff in ministry reporting
- Provide guidance and assistance to management in the forecasting, planning, developing of funding plans and ensuring forecasted budgets meet actuals; preparation of future operating budgets, to include donor development, and staffing plans and projections
- Contribute to the evaluation and development of operational strategy and performance with the executive team
- Develop ministry donor base

## Education and Experience:

- Post-Secondary education
- Post-Secondary experience and involvement with sports and athletics
- Expertise and experience in the area of financial management

## Required Skills and Abilities:

- A deep, growing, intimate relationship with Jesus Christ
- A genuine desire to see people's lives changed
- A professional approach and demeanor
- Excellent people and project management skills
- Problem solving ability with an eye to improving organizational efficiency
- An empowered servant-leadership heart with the ability to lead a team
- Self motivated and hard working
- A desire to grow and improve in character and competency

## Funding:

This position requires Ministry Partner Development. The successful candidate will have the privilege to build a partnership team which provides financial and prayer support for the ministry. The financial support will cover the costs of the candidate's salary and ministry expenses. Power to Change believes that Ministry Partner Development is biblical and God will provide everything necessary to fulfill the calling into ministry: finances, emotional strength and perseverance. Building a ministry partnership team is an integral part of being in ministry. There are many opportunities to bless and encourage the partnership team. Power to Change is committed to providing training and coaching that ensures success in Ministry Partner Development.

Please send your resume and cover letter or inquiries to: [opportunities@powertochange.org](mailto:opportunities@powertochange.org)

*\*\* We thank all applicants for their interest in Power to Change; however, only suitable candidates will be contacted to continue the application process. \*\**

*The [mission](#) of Power to Change is to further the movements of Christian evangelism and discipleship. All Power to Change staff members and volunteers work collectively to further this overall religious mission. The successful candidate for this position must have a pre-existing belief and demonstration of lifestyle as outlined in the Power to Change Code of Conduct and Statement of Faith. The successful candidate must agree to, sign and, in all good conscience abide by the biblical principles outlined by these documents. It is a pre-requisite of employment at Power to Change that any and all staff members and volunteers sign and abide by these documents throughout their course of involvement at Power to Change. For a copy of the Code of Conduct and Statement of Faith, please email [hr@powertochange.org](mailto:hr@powertochange.org).*