**Job Title:** Administrative Manager for Christian Non-Profit Medical and Evangelical Mission Organization

**Job Summary:**
We are seeking a dedicated and experienced Administrative Manager to lead and oversee the day-to-day operations of a Christian non-profit organization focused on medical missions and evangelism. The ideal candidate will possess a blend of administrative, bookkeeping, writing, and networking skills, ensuring smooth organizational operations while actively promoting the mission’s goals through written communication and relationship-building.

**Key Responsibilities:**

* **Administrative and Operational Leadership:**
	+ Manage the daily activities of the organization, ensuring operational efficiency and alignment with the organization's mission and values.
	+ Handle basic bookkeeping tasks including budget tracking, financial reporting, and ensuring compliance with financial protocols.
	+ Oversee office administration, maintaining records, scheduling, and communications.
* **Writing and Communication:**
	+ Write compelling content for newsletters, reports, grant proposals, and social media to support fundraising, donor relations, and outreach initiatives.
	+ Create and edit materials to communicate the organization's mission, projects, and success stories to various stakeholders, including donors, partners, and the general public.
* **Networking and Relationship Building:**
	+ Cultivate relationships with local and international partners, donors, volunteers, and other stakeholders.
	+ Represent the organization at events and in communication with potential supporters to expand the organization’s network and donor base.
	+ Collaborate with churches, medical institutions, and other mission-focused organizations to support shared goals.
* **Team Leadership and Coordination:**
	+ Oversee and support staff and volunteers, providing leadership, training, and coordination.
	+ Work alongside medical professionals and evangelical teams to support mission objectives in both administrative and on-the-ground capacities.
* **Project Management:**
	+ Assist in the planning and execution of mission trips, community outreach programs, and health services in underserved areas.
	+ Ensure timely reporting and accountability for all project-related activities.

**Qualifications:**

* Bachelor’s degree in Business Administration, Non-Profit Management, Communications, or a related field (or equivalent experience).
* At least 2-3 years of experience in a non-profit or mission organization, with a strong focus on administrative and bookkeeping tasks.
* Strong writing skills with the ability to produce high-quality content for different audiences.
* Demonstrated networking and relationship-building skills with donors, churches, and partner organizations.
* Proficiency in office software (e.g., Microsoft Office Suite, QuickBooks).
* Commitment to the organization’s Christian mission and values, with a desire to serve in a faith-based, evangelical environment.

**Personal Attributes:**

* Strong leadership skills, with a servant-leadership approach.
* Detail-oriented, organized, and capable of managing multiple tasks and priorities.
* Excellent communication skills, both written and verbal.
* Ability to work independently and as part of a team, fostering a collaborative and supportive working environment.