

Director of Organizational Excellence

About CAFO

The Christian Alliance for Orphans (CAFO) unites more than 290 respected organizations and a global network of churches to inspire and equip Christians to effectively answer God’s call to care for vulnerable children and families. Since 2004, CAFO members have sought to “leave their logos and egos at the door” to join in shared initiatives to grow and guide effective responses for the world’s most vulnerable children, from foster care and adoption to family strengthening and care for vulnerable children worldwide.

About the Research Center

The Center on Applied Research for Vulnerable Children and Families (the CAFO Research Center) works to see children and families thrive as Christian service providers worldwide grow together to be among the most effective and innovative programs in the field. To achieve this vision, the Research Center strengthens a community dedicated to applying the best available knowledge within Christian programs serving vulnerable children and families around the globe. *Learn more at research.cafo.org.*

Position Summary

In concert with the Research Center Director, the Director of Organizational Excellence leads the Research Center team to strengthen the quality and impact of Christian organizations serving vulnerable children and families globally.

Location: Remote

Position Type: Full time

FLSA Status: Exempt

Reports to: Chief Operating Officer

Travel: Willingness to travel occasionally for the CAFO Summit and other CAFO team events (up to 4-6 weeks each year)

How to Apply: Fill out a [job application here](#). For preferred consideration, please apply by December 13, 2024. Anticipated Interview: December 2024 or January 2025

Essential Responsibilities

Team and Operations Management

- Oversee the Strategic Plan creation process in concert with the Center Director.
- Oversees daily operations, ensuring alignment with the Research Center strategy and budget.
- Leads and manages the Research Center team members, including hiring, performance reviews, performance coaching, approvals, and check-ins.
- Conducts staff meetings, coordinates team retreats, and facilitates team development activities.

Strategic Leadership and Collaboration

- Facilitates cross-initiative collaborations and external partnerships to enhance the Research Center impact.
- Leads efforts to scale resources and learning opportunities, maximizing the Research Center's reach.
- Oversees opportunities to create collaboration among members.

Fundraising and Resource Management

- Develops and manages the Research Center's annual budget, ensuring alignment with strategic goals.
- Leads fundraising efforts for the Research Center in collaboration with the Director of Development and Discipleship.
- Coordinates grant-related activities, including search, application, and reporting processes.
- Oversees outcome measurement systems to track progress and identify areas for improvement.

Innovation and Excellence Fund

- Works to raise additional funds for the Innovation and Excellence Fund.
- Develop strategies and processes to provide financial support to organizations implementing best practices and innovative strategies in alignment with the Research Center

Competency and Skill

- Committed follower of Jesus Christ who can wholeheartedly affirm the mission and vision, deepest commitments, and guiding principles of the CAFO community.
- Proven capacity to do work of excellent quality while managing extensive details and meeting multiple deadlines.
- Relational sincerity and warmth, with proven capacity to earn the trust and goodwill of both co-workers and partners.
- Ability to support a culture of healthy relationships, thriving souls, excellent work product, and outsized impact in the individuals managed.
- History of effective fundraising in previous roles.
- Strong computer literacy and the ability to learn a variety of software and web-based programs.
- Effective communicator, both verbally and in writing.
- Experience with achieving ambitious goals and timelines while preserving a healthy organizational culture.
- Diligent and conscientious.
- Ability to take initiative and solve problems.
- Humble learner and adaptive thinker.

Preferred Education and Experience

- Minimum of 8 years experience leading a team.
- Minimum of 5 years experience leading operations and finances of a team.
- Minimum of 5 years experience in successful fundraising.
- Grant writing experience preferred.
- Professional development coaching or mentoring experience preferred.
- Work with international audiences preferred.
- Experience working in a fast-paced remote environment preferred.
- Previous experience working in nonprofits or faith-based organizations preferred.