



# THE MENTORING ALLIANCE



## Vice President, Operations

HALF | TIME  
TALENT SOLUTIONS

# HISTORY & MISSION

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**The Mentoring Alliance** was formed in 2012 as a coordinating platform for three unique, yet overlapping ministries: Boys & Girls Clubs of East Texas (BGCET), Gospel Village (GV) and Rose City Summer Camps (RCSC). The BGCET was formed in the mid 1990's by local pastors desiring to make an impact with at-risk youth. Roughly 5 years ago, two local churches came together to form GV as a way to connect godly people as mentors in their community. And RCSC was started just two summers ago as a creative solution to address the learning loss that happens in the lives of many kids during the summer months.

Under the umbrella of The Mentoring Alliance, an expanding set of programs and services form a multi-ethnic ministry serving children and families in East Texas, seeking to connect godly people with families in communities in and around Tyler to provide high quality after school programs, summer camps and one-on-one mentoring relationships.

Through the work of The Mentoring Alliance teams, **Boys & Girls Clubs of East Texas** works with more than 1,000 students per day to provide after-school care and tutoring services in the public schools of East Texas. Each summer, hundreds of students attend **Rose City Summer Camps** in the transformed public elementary and middle schools campuses of the area, providing a special summer time experience for kids who would otherwise have little else to look forward to after the end of the school year. **Gospel Village** volunteers are trained and equipped to join God in His mission to serve those living in challenging circumstances. Gospel Village gives motivated mentors an easy avenue to personally connect with families in need of encouragement and guidance, right in their own community.

TANGIBLE HELP.  
ETERNAL HOPE.

*The Mentoring Alliance exists to mobilize godly people into the lives of kids and families to provide tangible help and eternal hope.*

View our video for more information.



# PROGRAMS

## Caring for the whole child for the whole year.



**Boys & Girls Club of East Texas** provides safe, quality, educational, and enriching after-school programs for children ages kindergarten through 5<sup>th</sup> grade, with one middle school location. Located at 17 different schools throughout East Texas, BGCET provides children a safe place to play, to learn and grow, to foster encouraging relationships with caring role models, and to build character and confidence. The staff is made up of positive, young-at-heart, fun-loving, energetic and **all around godly people** who know how to model both fun and faith for the students.

**Gospel Village** pairs godly people from over 25 local churches with students from local schools in mutually transforming mentoring relationships. These mentors walk alongside children and their families to help young people discover and live out God's purposes for their lives. Their **hope** is to see children understand that they are made in the image of God, foster their unique gifts and become leaders in the community. Their **prayer** is that the community becomes stronger as people of all ages, cultures and backgrounds connect with each other and tear down barriers. And their **desire** is to see the Great Commission fulfilled in the lives of children and their mentors as they navigate life together and grow closer in their relationship with God.



**Rose City Summer Camps**, in partnership with the Tyler Independent School District, are action-packed, Christian summer day camps taking place in local schools throughout East Texas. The convenience of your hometown meets the adventure of summer camp for a summer that's wild and crazy, challenging and fun, smile-inducing and character-forming and more than anything: unforgettable. Rose City Summer Camps combine **fun and learning, helping to close the educational "summer gap"** that so many students experience while also giving students the summer of a lifetime, all with the gospel at the heart of each day at camp. Every day is packed with activities that students love, while an academic component is woven in to help them start the next school year strong!

# LEADERSHIP OPPORTUNITY

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## OVERVIEW

**The Vice President, Operations** reports directly to the President and is one of the key leadership team roles in the organization. This is a newly created position with upgraded responsibilities and expanded duties from a previous director-level role recently held by a talented colleague whose family commitments required a geographic relocation.

In this new VP level position, the selected individual will serve as a strategic and organizational collaborator with the President and other members of the leadership team. The VP, Operations will serve as an organizational trouble-shooter, problem-solver and operational resource that enables and empowers all other functions of the organization. While the Directors of IT, HR and the Finance Manager are all direct reports to the VP, Operations, the Directors of Gospel Village, Boys & Girls Clubs of East Texas and Rose City Summer Camps will rely on the VP, Operations as a facilitator of systems and services that enable best practices leading to the achievement of overall ministry objectives.

As with other positions within this ministry, the VP, Operations will serve with a strong commitment to living a lifestyle informed by Christian character. This person will be expected to set an example for younger believers and non-believers alike. He/she will conduct themselves in a manner that is above reproach. Since the VP, Operations will be in full agreement with the **Statement of Faith** of The Mentoring Alliance, he/she will be expected to live transparently and in a consistent manner with the teachings and example of Jesus Christ. This person will also gracefully and joyfully abide by the rules and policies in The Mentoring Alliance handbook.

The VP, Operations provides the leadership, management and vision necessary to ensure that the ministry has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and ensure financial strength and operating efficiency. This includes the development, management and on-going enhancement of systems and facilities that The Mentoring Alliance requires to achieve its mission. The VP, Operations will also oversee the financial and human resource needs of the organization and is accountable for the effective and efficient utilization of talent and resources entrusted to The Mentoring Alliance.

It is anticipated that The Mentoring Alliance will continue to receive inquiries from other communities where Boys & Girls Clubs are currently operating. The VP, Operations will be equipped to consider possible expansion of The Mentoring Alliance model and the form that might take. Whether by licensing agreement, consulting engagement or more of a franchise-like construct, the VP, Operations will bring his/her experience in a similar expansion of services and scaling of operations to help The Mentoring Alliance evaluate the best timing and methodology for extending its reach and Kingdom impact.

# RESPONSIBILITIES & DUTIES

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## KEY RESULT AREAS

### 1. Minister the Gospel

The VP Operations position is primarily considered to be a Minister of the Gospel. This position furthers The Mentoring Alliance's religious mission by:

- Following Jesus Christ and setting an example for others through his/her lifestyle.
- Exhibiting a passion for sharing the Gospel with others.
- Being willing and able to explain the message of the Gospel to kids and families of The Mentoring Alliance.
- Being willing and able to counsel, shepherd, and disciple kids and families of The Mentoring Alliance in a manner consistent with the Bible.
- Being willing and able to explain The Mentoring Alliance's beliefs and Statement of Faith in person or over the phone to kids and families of The Mentoring Alliance.
- Being ready, willing, and able to lead or contribute to distinctly Christian activities (including, but not limited to, worship or staff chapel).

### 2. Provide Operational Solutions, Advice, & Vision

- Provides better ways to solve problems and increase effectiveness by providing technological knowledge and operational advice to all areas of the ministry while looking for new ways to create cross-departmental solutions.
- Finds new ways to exploit IT capabilities and the use of all available tools to promote technological advances and needed solutions throughout the ministry while simultaneously looking for the opportunities that lie ahead.
- Stimulates growth interdepartmentally to further drive operational efficiencies through software solutions and new opportunities. Finds ways to "convert" department data into corporate information that has benefit to other departments in The Mentoring Alliance.
- Plans and implements additions, deletions and major modifications to the supporting infrastructure ministry-wide in coordination with the President.

### 3. Manage the Day-to-Day Operations of the Mentoring Alliance

- Provides day-to-day leadership and management to The Mentoring Alliance that mirrors the mission, vision and core values.
- Drives the ministry to achieve and surpass its yearly goals and objectives as laid out in the strategic plan.
- Measures the effectiveness of all processes – internal and external.
- Provides timely, accurate and complete reports to the President for the board report.
- Spearheads the development, communication and implementation of effective growth strategies and processes.
- Collaborates with the leadership team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of The Mentoring Alliance.
- Fosters an excellence-driven, accountable environment within The Mentoring Alliance.
- Works with food vendors and the BGCET to implement the food program for the BGCET and ensures proper ordering and distribution of food.

# RESPONSIBILITIES & DUTIES

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## 4. Lead Human Resource, Finance, IT and Facility/Maintenance Departments

- Manages the HR/IT Manager, Finance Manager, Activenet Administrator, Food Bank Administrator, and Maintenance.
- Ensures the proper maintenance of staff personnel files, onboarding/exit process for all staff, and proper coordination of benefits and insurance.
- Establishes, implements, and improves as needed - policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.
- Collaborates with the President and Board of Directors to develop annual income and expense budget and provides timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of The Mentoring Alliance.
- Ensures the maintenance of financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and requirements of government contracts.
- Ensures efficient functioning of all facilities and equipment with an emphasis upon scheduled, preventative maintenance rather than responsive, crisis repairs and ensures work is done in a cost-effective manner.

## 5. Provide Growth, Stability & Insight to Leadership Team

- Provides support for board meetings and delivers presentations as needed.
- Helps develop strategic direction for this ministry.
- Participates in the development, implementation and monitoring of TMA's annual budget, ensuring that TMA-wide programs and activities are operated within established budgetary guidelines necessary to maintain the fiscal health of TMA.
- Ensures the evaluation of TMA programs on a continual basis and ensures programs/activities respond to member needs and address their cultural diversity.

## 6. Other Duties as Assigned by the President

- Serves on appropriate committees; attends staff meetings, board meetings, and other staff functions.
- Strengthens teamwork, collaboration, alignment, morale, transparency, credibility, and trust throughout the ministry.
- Fulfills necessary tasks, projects or roles as assigned.

*Note: Authority to accomplish this job is given by the President to whom the VP, Operations is responsible. Authority is given to purchase equipment and materials necessary to accomplish this job. Any purchase over \$1,000 – including projects that entail multiple purchases that add up to over \$1,000 - will be made after consultation with, and approved by, the President, whether or not they are budgeted items.*

*Authority is given to recruit, hire, train, supervise, and terminate staff needed to accomplish this job. Hiring and pay adjustments shall be done within the limits of the approved budget. Full-time staff shall be hired after consultation with the President. The President should be notified of pending terminations. Authority is given to enter into contractual agreements within the approved budget limits.*

# QUALIFICATIONS

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## REQUIREMENTS

- Bachelor's degree or experience equivalency; related master's preferred.
- Minimum 10 years of strong operational experience, at least 5 years in senior management role preferred.
- Considerable knowledge of the mission, objectives, policies, programs, and procedures of The Mentoring Alliance.

## KEY CANDIDATE CHARACTERISTICS

- Ability to manage multiple tasks and to develop solutions for problems with limited supervision and with strong communication skills, both verbal and written.
- Demonstrated experience in financial planning and analysis with previous experience overseeing human resources, information technology, finance, and legal.
- Skilled in organizational development, personnel management, budget and resource development, and strategic planning.
- Experience managing grounds/facility or demonstrated ability to do so.
- Ability to establish and maintain effective working relationships with TMA staff, subordinates, Board members, community groups, and other related agencies.
- Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, the recruitment and retention of key personnel; facilities management; and budget management.
- Excellent people skills, with an ability to collaborate with a dynamic and diverse leadership team.
- Flexible and able to multitask; can work within a growing, fast-moving environment, while also driving toward clarity and solution; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.

For more information, or to apply for this position, please contact  
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