

Transitional Head of Operations at MLP

Under the Supervision of the MLP Board the Transitional Head of Operations is contracted under the following terms:

- 20 hours/week.
- Six-month term.
- This role does not include any health/pension benefits.
- The Transitional Head of Operations will not be eligible for the Interim Executive Director position.

Roles and Responsibilities:

- Provide support and supervision for Operations Assistant
- Re-organize office system(s)
- Determine immediate action items and obligations. Delegate tasks to board members and/or volunteers as needed and appropriate.
- Maintain and/or create processes to continue annual fundraising plans, programming, and outreach. Delegate tasks to board members and/or volunteers as needed and appropriate.
- Provide technology and logistical support for board meetings
- Review history, systems, and structures of MLP to lay groundwork for the way forward
- Interview key donors, partners, board members (current and former), and program participants to create deeper understanding of the past and present of MLP, leading to knowledgeable planning for the future.
- Create documentation of systems, history, etc. for new/interim director.
- In addition, the Transitional Head of Operations will support the Board of Directors as the Board takes leadership in:
 - Recruitment and onboarding of new board members
 - Relationship building within the organization
 - Enacting commitment to anti-racism in the life of the organization
 - Articulating a vision for the future of the organization
 - Determining organizational next steps for mission and ministry that serve the church and the needs of the LGBTQIA+ community.