

FREE METHODIST WORLD MINISTRIES CENTER JOB DESCRIPTION

Operations & Communications Manager (Full-Time)

Reports to: Executive Director, Free Methodist Theological Connection

Start Date: July 1, 2026

Salary: \$60,000 annually

Compensation Notes:

- Year 1 salary prorated to \$30,000 (6 months: July–Dec 2026)

About the Free Methodist Theological Connection:

- [Free Methodist Theological Connection Grant](#)
- [More about the Free Methodist Church USA](#)

Position Overview

The Operations & Communications Manager provides essential administrative, logistical, and communications support for the Free Methodist Theological Connection. Reporting directly to the Executive Director, this role is central to the smooth operation, coordination, and advancement of the initiative.

This position serves as the primary point of contact for collaborators, conferences, churches and other stakeholders, ensuring timely communication, strong relationships, and effective support across the network.

This role is vital to the success and sustainability of the Free Methodist Theological Connection, ensuring operational excellence, clear communication, and strong stakeholder engagement across the initiative. The Operations and Communications Manager help make sure that plans move beyond ideas and are translated into clear, coordinated action.

Key Responsibilities

Operations & Administration

- Provide day-to-day administrative and logistical support for the Free Methodist Theological Connection initiative.
- Serve as the primary point of contact for key stakeholders, grant collaborators and others seeking information and assistance
- Maintain organized records, documentation, and internal systems
- Support the day-to-day operational flow of the Free Methodist Theological Connection by helping create structure around recurring tasks, internal workflows, and follow-up systems.

Meeting & Event Coordination

- Manage logistics for all Connection Council (CC) meetings, including scheduling, materials preparation, and follow-up
- Coordinate collaboration retreats and related gatherings, including travel, accommodations, and

agendas

- Ensure accurate documentation and distribution of meeting notes and decisions

Reporting & Documentation

- Manage the full grant reporting process, including gathering input from program staff, drafting narratives, and completing financial and outcome reports
- Monitor reporting deadlines and ensure timely submission of all required reports to funders
- Track key performance indicators (KPIs) and program outcomes; collaborate with internal teams to ensure data accuracy and completeness
- Maintain centralized grant files, including agreements, reports, correspondence, and supporting documentation, in compliance with funder and organizational standards
- Support audit preparation and respond to funder requests for additional information or documentation

Communications & Marketing

- Oversee and implement the communications and marketing plan
- Ensure consistent messaging across all platforms and stakeholders
- Develop and distribute communications to pastors, churches, collaborators, and donors
- Support storytelling and visibility of the initiative's impact

Relationship Management

- Foster strong relationships with collaborators, partners, and donors
- Provide responsive and professional communication to all stakeholders
- Support engagement strategies that strengthen the Connection network

Qualifications

- Strong organizational and project management skills
- Excellent written and verbal communication abilities
- Experience in administrative coordination, communications, or nonprofit operations preferred
- Ability to manage multiple priorities and meet deadlines
- High attention to detail and commitment to accuracy
- Relational skills with a service mindset

Interested individuals should submit a letter of interest, statement of faith, resume, and complete an online application <https://www.cognitoforms.com/FMCUSA1/EmploymentApplicationFreeMethodistWMC>. The first review of the applications will be May 17, 2026, with the final deadline of accepting applications being May 24, 2026.