

Director of Administration

Reports to: Chief Operations Officer (COO)

Location: Care Center in Memphis, TN & Serving the West TN Region

Status: Full-time

Starting Salary: \$55,000

Organization

The mission of Restore Corps is to eradicate human trafficking by empowering survivors, equipping communities & changing systems of injustice. We are a Gospel-focused, faith-based organization with a focus on professional excellence. We pursue restoration through trauma-informed services, advocacy, and collaborative partnerships. Our work is rooted in faith and guided by courage, humility, and a deep commitment to human dignity.

Position

The Director of Administration keeps our mission moving structurally: eradicating human trafficking by empowering survivors, equipping communities, and seeking justice through systemic change. You'll manage the systems and processes that reflect Christ-centered service, integrity, and stewardship, enabling our team to work effectively and compassionately.

Responsibilities

- **Mission & Culture Alignment**

Model Christ-like character—humility, compassion, truth, and integrity in every interaction. Uphold and live out Restore Corps' core values in daily decisions, teaming, and communication.

- **Operations & Process Management**

Maintain and refine operational workflows and documentation with excellence and transparency. Identify inefficiencies and recommend improvements that align with our mission and values. **Developing and implementing organizational policies, workflows, and procedures to enhance efficiency.**

- **Scheduling & Coordination**

Manage calendars, meetings, and project timelines, ensuring clarity and follow-through.

- **Data & Reporting**

Gather, analyze, and present operational metrics to help leadership steward resources wisely and measure impact.

- **Vendor & Resource Oversight**
Manage vendor contracts and procurement to demonstrate wise stewardship of financial and donated resources.
- **Compliance & Confidentiality**
Keep regulatory filings current and maintain confidential records with trauma-informed care and discretion.
- **Team Support & Collaboration**
Provide administrative support that fosters unity, respect, and a spirit of service across the organization.
- **Strategic Planning**
Support executive leadership by coordinating administrative tasks across departments and contributing to business plans.
- **Financial & Budget Management**
Creating, monitoring, and managing annual budgets and tracking financial KPIs.
- **Human Resources & Staffing**
Oversee administrative staff, conduct employee onboarding and maintain compliance of personnel files; Oversight and/or implementation of internal personnel training, grievance procedures, and performance evaluations.
- **Logistics & Compliance**
Managing facility/fleet operations, contracts, vendor relationships, and ensuring adherence to regulations.

Corps Values in Action

- **We're Not the Hero** – Recognize that ultimate restoration belongs to God. Trust Him to guide decisions, give wisdom, and sustain staff and clients.
- **Run to the Battle** – Approach challenges head-on, showing up when others are unwilling or unable. Support the team with urgency and perseverance.
- **Courage Over Comfort** – Choose what is right over what is easy. Step into difficult tasks or conversations to ensure operational excellence.
- **Value the Individual** – Honor every person as created in God's image. Respect and serve colleagues, clients, and partners with dignity and fairness.
- **Navigate Together** – Collaborate across teams, sharing insights and expertise so no one faces the mission alone.

Requirements

- **Spiritual Alignment:** The ideal applicant must be willing & able to embrace & exemplify a Gospel statement of faith, who embraces Restore Corps' mission, vision, and values, believing in the dignity of every person as an image-bearer of God.
- **Experience:** 3+ years in operations, administration, human resources, or office management, preferably in nonprofits or ministries.
- **Skills:** Strong organizational and time-management abilities; excellent communication; proficiency with Google Workspace and project-management tools. People-oriented with demonstrated ability to build rapport & gain trust with diverse populations
- **Character Traits:** Integrity, tenacity, servant leadership, compassion, initiative, and resilience in challenging situations.

A comprehensive criminal background check and driving record is required along with personal references.

Hours and Pay

This position will be primarily operating in a typical work week (M-F 830am-500pm), but will be expected to be available nights and weekends, as needed, for organization missional needs (undercover operational support, community outreach, fundraising events, etc).

Contact Information and Procedure: No phone calls accepted for this position.

This is a grant funded, full-time salary position starting at \$55,000/year plus benefits. Will include mileage reimbursement for work related travel in personal vehicle, as applicable. Full-time package will also include: paid time off, offer for health insurance coverage, & 401K match. This position will be renewed annually in July as funding allows.

No phone calls accepted for this position. Please submit a cover letter & resume to careers@restorecorps.org.

Applications will be accepted until this position has been filled.