

Director of Operations

About Love and SONshine Ministries

Love and SONshine Ministries is a faith-based maternity housing ministry in Billings, Montana, walking alongside young mothers and their babies during some of life's hardest seasons. Rooted in Scripture and giving great care to the needy, we believe every woman and child deserves to be seen, supported, and surrounded by hope. We are a growing ministry with a growing team, and we're looking for people who feel called to help us steward that growth well.

Position Overview

We are seeking a Director of Operations who is as passionate about systems and structure as we are about the mamas we serve. This role is the organizational backbone of Love and SONshine Ministries, ensuring that our policies, procedures, training protocols, and day-to-day home operations run with excellence and integrity. This position may be filled as a full-time employee or a part-time contract arrangement, depending on the right candidate.

Key Responsibilities

- Oversee day-to-day operational functions of the SONshine Home and ministry offices
- Develop, refine, and implement organizational policies, training protocols, and staff onboarding
- Ensure OSHA compliance and maintain current, accurate operational documentation
- Identify gaps in organizational processes and create practical, sustainable solutions
- Support HR functions including staff oversight, personnel conversations, and role clarity
- Serve as a key leadership partner to the Executive Director, providing operational perspective and grounded, detail-oriented support to vision-level planning
- Assist with donor management systems and operational infrastructure as the ministry grows

Who You Are

- A committed follower of Jesus Christ who affirms our statement of faith
- Highly organized and detail-oriented, with the ability to hold the overall picture while managing the specifics
- Self-motivated and able to work effectively in a relationally rich but operationally leaning environment
- An excellent communicator, written, verbal, and interpersonal
- Experienced in nonprofit, ministry, or organizational operations (background in executive ministry, HR, or organizational leadership is a strong fit)
- Someone who thrives on moving from vision to execution

Why This Role Matters

Our leadership team is deeply gifted in vision, relationship, and ministry. What we need is someone who can build the operational foundation that lets all of that flourish. This role is not behind the scenes; it's central to our ability to serve more mamas and babies well.

Location & Structure

Based in Billings, MT. Primarily office-based. Open to full-time employment if combined with philanthropy or part-time contract for the right candidate.