



www.heartnhand.org | 200 B. Street, Belton, MO 64012 | 816-322-1133

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**Heart and Hand Ministries (HHH)** is a 501(c)3 nonprofit organization founded in 1997 to provide support for individuals and families experiencing poverty. Located in the Belton/Raymore area, we serve the needs of the surrounding community as well as all of Cass County and parts of south Jackson County.

*Our mission is to come alongside people experiencing poverty and provide critical services and support to instill hope, encourage agency, and give people tools to build flourishing lives.*

We currently operate several major programs that address issues related to food-insecurity, houselessness, and various social service needs. We are in the midst of launching several new programs focused on employment, transportation, mental health, and case management.

### **Section 1: Overview and Scope of Position**

In partnership with the Executive Director, this position will be the point person for operational logistics for the organization at large, as well as assist in managing programs, both current and in-development. The successful candidate will be a strong team builder, capable system builder, and possess a wide range of skills and experiences.

### **Section 2: Qualifications (skills, education, experience)**

- Bachelor's degree or trade school graduate required. Masters in related field preferred but not required.
- At least 1-2 years' experience in operations management, project management or related activities either in the nonprofit sector or private sector. 2-3 years preferred.
- As least 1 year experience supervising one or more direct reports. 2-3 years preferred.
- Proficiency in Google Suite, Microsoft 365, and the ability to learn web-based software quickly required. Proficiency in Techsoup, Constant Contact, Canva, and other software preferred but not required.
- Valid driver license required.

### **Section 3: Responsibilities/Duties**

Organizational Management:

- Work closely with Executive Director to oversee operational logistics for the organization and programs.



- Engage in managing the day-to-day needs of programs in both logistic and managerial oversight.
- Work with ED to renovate and operate volunteer coordinator role until this position can be handed off to another employee
- Be primary point of contact for vendors related to organizational management.
- Work with ED to make sure Job Descriptions stay current and up to date.
- Manage budget for equipment, maintenance, vehicles, and related line items
- Provide support and leadership for “all hands-on deck” events

#### Program Management

- Provide logistical support to the Day Center, Food Pantry, Thrift Store, and Education programs
- Assist with logistical support for these programs, both in terms of personnel and equipment needs.

#### Property, Tech, and Vendor Management

- Oversee property management duties for facilities including vendor relations for facility management and ability to make minor repairs.
- Handle all contracts and relationship with vendors to maintain facilities
- Manage all IT needs for HNH as primary contact for IT vendor, conduct light troubleshooting for computers, printers, etc.
- Develop database & check-in/check-out system for keys and inventory
- Oversee vehicles and maintain in good working order and current with licensing
- Work with tech vendor to keep website, graphics, & logos updated

#### Events:

- Coordinate logistics for major event-based programs including venue planning, production logistics, and related operational tasks
- Oversee group service projects

#### **Section 5: Working Conditions and Physical Effort**

- Regular hours Monday-Friday, 9:00am – 5:00pm at our program center building with some opportunity to work from home on occasion. Evening/weekends hours may required on rare occasions.
- Much of the work is typically performed in an interior temperature-controlled office work environment. Position requires both prolonged periods of sitting at a computer as well as actively executing operational tasks primarily at the program center building and occasionally at our thrift store or warehouse.
- Some of the work will require loading and unloading boxes to/from our box truck, ability to lift between 40-60 lbs. occasionally is required.

#### **Section 6: Compensation**

Salary Range: \$50,000 – \$60,00

PTO: 2-3  
Other benefits  
becoming



weeks/year, Paid Holidays,  
in development with goal of  
viable in 2025.

Opportunity for advancement, annual cost-of-living increases, and performance based pay increases.

Note; This is a broad vision of the role but not a job description.