



## **Development & Operations Manager – GA Hub**

Prison Alliance began in 1996 and serves more than 1,300 prisons. Prison Alliance impacts God’s Kingdom by sharing the gospel with the incarcerated and discipling them through correspondence Bible studies. We provide God’s word through Christian books, Bibles, Bible studies, CDs, DVDS and tracts.

### **Purpose and Scope of the Role:**

The Georgia Hub Operations & Development Manager is a full-time position responsible for overseeing the operations of the Georgia Shipping Hub, building partnerships with churches and volunteers, and leading regional fundraising and development efforts. This role is vital to ensuring the consistent distribution of Christian books and Bibles to prisons and expanding the donor and partner network in Georgia.

### **Duties/Responsibilities:**

#### **Operations Management:**

- Manage all aspects of the Georgia Shipping Hub, including logistics, inventory, and shipping, ensuring metrics are met (e.g., shipping 30+ boxes weekly).
- Recruit, train, and supervise volunteers to maintain a safe and efficient environment.
- Optimize processes for improved efficiency, productivity, and compliance.

#### **Development & Fundraising:**

- Cultivate relationships with churches, schools, and organizations for book drives and donation campaigns.
- Network with businesses, donors, and community leaders to secure support.
- Align local fundraising efforts with organizational strategies, participating in donor events and presentations.

#### **Community Engagement:**

- Act as a liaison to the local faith community, promoting the mission and coordinating outreach activities.
- Organize volunteer appreciation events and book drives.
- Provide ongoing support to churches and volunteers.

#### **Leadership and Reporting:**

- Report on operations and fundraising to leadership, ensuring budget compliance.
- Prepare updates on progress and impact, contributing to strategic planning.

**Education and Experience Requirements:**

- Bachelor's degree in nonprofit management, business administration, logistics or a related field preferred.
- Min 3 years in operations, logistics, or nonprofit management; fundraising experience preferred.

**Working Conditions:**

- Full-time role with flexibility for occasional evening or weekend events as needed.
- Based in Atlanta, GA, with potential travel for events and donor meetings.

**Qualifications and Core Competences required:**

- Computer skills and familiarity with Microsoft Excel, Word and Outlook
- Friendly, outgoing, team player. Willing and able to learn new skills.
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative. Self-starter with strong work ethic, able to work independently.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively. Must speak, read, write and comprehend English.
- Able to lift boxes of books weighing up to 40 lbs.

**Compensation and Benefits:**

- Salary: \$55,000–\$60,000 annually, based on experience and qualifications.
- Vacation: Four weeks (20 days) of accrued paid vacation annually.
- Retirement Plan: Employer matches up to 3% of salary.

**How to Apply:**

Submit your resume and cover letter to [timc@prisonalliance.org](mailto:timc@prisonalliance.org). Applications will be reviewed on a rolling basis.