



POSITION ANNOUNCEMENT

Align Life Ministries is a gospel-sharing, life-affirming ministry with client locations in Lancaster and Lebanon counties. For more information go to www.alignlifeministries.org.

Vice President of Operations

Align Life Ministries in Lebanon, PA is seeking an individual with experience in organizational leadership, finance, administration, and corporate policy to serve as a contributing member of its leadership team and oversee its internal operations.

The successful candidate will have 5+ years of senior-level leadership in nonprofit operations, ideally in a ministry or Christian nonprofit context.

This is a full-time salaried position with full-time benefits, to begin when the applicant is available.

All applicants must be in agreement with Align Life Ministries' Statement of Faith; Statement on the Sacredness of Human Life; Statement on Biblical Authority; and Statement on Marriage, Gender, and Sexuality.

If interested, send a resumé and cover letter as soon as possible to: Align Life Ministries, P.O. Box 707, Lebanon, PA 17042, Attn: Mary Anna Wingenroth 717.274.5128 x 307 or mwingenroth@alignlifeministries.org.

Posted 11/6/25



Job Description
Align Life Ministries
Vice President of Operations

November 2025

Objectives of the Position: The Vice President of Operations is a key member of Align Life Ministries' leadership team, responsible for overseeing the ministry's internal operations, ensuring systems and processes are mission-aligned, efficient, and sustainable. The Vice President of Operations must possess a strong operational background, exemplify servant leadership and ministry stewardship, and align with the ministry's mission to advance the gospel and sacredness of life.

Reports to: Executive Vice President

Works in conjunction with: Executive Vice President, Business Manager, and other staff as needed

Supervises: Business Manager

Qualifications:

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord.
2. Exhibits a strong commitment and dedication to sharing the gospel with others, the pro-life position, and stewarding sexuality with integrity.
3. Ability to initiate, lead, participate in, and thrive within the ministry's culture of alignment with God, relational community, and discerning prayer.
4. Bachelor's degree in nonprofit management, business administration, finance, organizational leadership, or related field.
5. Five plus years of senior-level leadership in nonprofit operations, ideally in a ministry or Christian nonprofit context.
6. Demonstrated experience in strategic planning, systems development, and finance.
7. Strong understanding of nonprofit governance, Human Resources, compliance, and organizational development.
8. Exceptional interpersonal, problem-solving, and team leadership skills.
9. Ability to lead prayerfully and decisively in a faith-based environment.
10. Self-motivated, dependable, and responsible

Clearances: The Vice President of Operations must provide successful completion of a Pennsylvania Criminal Background Check and Pennsylvania Child Abuse History Clearance prior to employment.

Duties:

1. Serve as contributing member of ministry Leadership Team, contributing to the discernment and execution of ministry strategies.
2. Lead and oversee internal operations including:
 - a. Finances: oversight of the operations budget, accounts payable and accounts receivable, payroll, and more.
 - b. Human Resources: oversight of employee benefits, hiring process, and more.
 - c. Facility Management: oversight of service contracts, property management needs, property acquisition, and more.
 - d. Organizational Policies & Protocols: oversight of existing policies and protocols to ensure appropriate coverage and adherence. Develop new protocols as needed.
3. Design and implement operational structures that support the mission and vision of the ministry.
4. Monitor key operational metrics to ensure excellence, stewardship, and mission impact.
5. Ensure organizational compliance with all legal, financial, and regulatory standards for nonprofit and faith-based entities.
6. Oversee risk management, insurance, and organizational policies to protect the ministry and those it serves.
7. Work with leadership to develop budgets and resource allocation strategies aligned with biblical stewardship.
8. Collaborate with ministry and program teams to ensure operations effectively support the delivery of services and the advancement of the gospel.
9. Coordinate the annual staff evaluation and staff survey process, ensuring supervisors are adhering to protocol and administering the process appropriately.
10. Participate in bi-monthly board meetings as requested.
11. Uphold the Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage, Gender and Sexuality; The Gospel of the Kingdom of God document and Core Values; and uphold the policies and procedures of the ministry.
12. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other Align Life Ministries events per Employee Handbook.