

Executive Director of Operations

The Center for Truth in Love

Location: Pensacola, FL/Remote

Reports to: President/CEO and Board of Directors

Type: Full-Time | Salaried

About The Center for Truth in Love:

The Center for Truth in Love (TIL) is a faith-based non-profit (501c3) organization committed to equipping believers to speak truth in love. Our mission is rooted in apologetics, cultural engagement, and Biblical worldview training. We carry out our mission with live events, conferences, podcast and other media, video-based curriculums on cultural topics and speaking into the public square in cities and on college campuses.

Position Overview:

The Executive Director of Operations serves as a key strategic and operational leader within The Center for Truth in Love. This role is responsible for translating the President's vision into actionable plans, ensuring effective day-to-day operations, and driving strategic initiatives that align with our mission and values.

This individual must be highly organized, detail-oriented, and passionate about Gospel-centered cultural engagement. The ideal candidate is a strong leader with proven experience managing teams, operations, budgets, and systems—while also being comfortable wearing many hats in a fast-moving, purpose-driven environment.

Key Responsibilities:

Operational Leadership & Strategy

- Oversee all aspects of daily operations across the organization, ensuring efficient use of human and financial resources.

- Work closely with the CEO to develop, plan and strategically execute ministry annual goals and initiatives across organization.

Human Resources & Team Oversight

- Hire, train, evaluate, and manage staff, ensuring clear responsibilities and accountability.
- Write and update/maintain job descriptions and organizational policies.
- Foster a healthy, productive, and mission-aligned team culture.

Finance & Legal

- Oversee budgeting, financial planning, and reporting.
- Collaborate with bookkeeper and CPA to manage payroll, 990 filings, and annual reports.
- Handle legal matters for TIL and Long Hollow Creatives as needed.

Development & Partner Relations

- Oversee partner management and engagement strategies.
- Oversee fundraising events and the annual banquet.
- Oversee writing and submission of grant applications as needed.
- Develop and foster new partners for the organization.
- Explore new funding opportunities aligned with TIL's mission and programs.

Events & Projects

- Oversee planning and execution of all TIL events.
- Assign responsibilities to team members and manage event timelines, logistics, and details.
- Ensure excellence in execution for all ministry events.

Marketing, Media & Resource Sales

- Oversee marketing and sales strategy for ministry resources. Build systems for post-purchase email campaigns and ongoing customer engagement.
- Oversee maintenance of website, social media accounts, and all digital communication platforms.

Facility Management – Long Hollow Creatives

- Oversee the use and management of Long Hollow Creatives event venue. Support virtual house manager, update pricing and marketing, and resolve facility-related issues.
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Qualifications:

- Bachelor's degree in Business Administration or related field.
 - Proven experience in operational leadership, preferably in a nonprofit or faith-based environment.
 - Strong financial acumen and ability to manage budgets and read financial statements.
 - Effective leader and team builder with excellent interpersonal and communication skills.
 - Problem-solving mindset with the ability to anticipate needs and implement solutions.
 - Passion for Biblical truth, apologetics, and engaging today's culture with clarity and compassion.
 - Deep understanding of churches, Christian schools, and evangelical culture.
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Personal Characteristics:

- Strategic thinker with the ability to execute.
 - Self-starter.
 - Strong problem solving skills.
 - Detail-oriented
 - Mission-minded.
 - Adaptable and resilient under pressure.
 - Strong sense of professionalism and integrity.
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Compensation:

Commensurate with experience and qualifications.

How to Apply:

Send your resume, cover letter, and a brief statement of faith to:
makenzie@thecenterfortruthinlove.org