

Operations Manager

*Reports to: President Location: On site at EdenRidge, Tennessee
Status: Full time (supported missionary role)*

Summary

The Operations Manager ensures that EdenRidge runs smoothly day to day so our guests experience excellent hospitality and our staff and volunteers are supported. This role coordinates facilities, maintenance, housekeeping schedules, vendor relationships, and on-site logistics, and helps translate plans into action.

Key Responsibilities

- Plan and oversee daily operations across all areas of the ministry
- Manage preventive maintenance, work orders, safety checks, and inventory
- Build schedules for housekeeping and facilities, including volunteers and contractors
- Coordinate vendor bids, contracts, invoicing, and quality standards
- Improve and document standard operating procedures
- Track metrics for cleanliness, turnaround time, work order completion, and guest satisfaction
- Support event setup, checklists, and on-site logistics
- Partner with Development and Guest Services to align operations with upcoming events and occupancy
- Recruit, train, and encourage volunteers, modeling servant leadership
- Ensure compliance with insurance, safety, and local requirements

Qualifications

- Experience in operations, facilities, hospitality, or property management
- Strong organizer who enjoys checklists, calendars, and clear processes
- Comfortable using spreadsheets and basic software tools
- Able to be hands on when needed while also managing vendors and volunteers
- Clear communicator with a calm, guest-first mindset
- Alignment with the mission and Statement of Faith of EdenRidge

Compensation

This is a supported missionary position. Compensation is provided through personal support raising. Status is full time only. EdenRidge's no-fee structure means that while missionaries raise their own support, no administrative fee is deducted.

How to Apply

Send a resume and a short note sharing why you would enjoy serving at EdenRidge to office@edenridge.org.