

Dominican Development Group (DDG)

Job Description

ADMINISTRATOR

Job Title: Dominican Development Group ADMINISTRATOR.

Summary: The ADMINISTRATOR is a part time position responsible for assisting the EXECUTIVE DIRECTOR, the DR DIRECTOR OF EDUCATION and Board of Directors in carrying out the duties and responsibilities of the DDG and the DDG's Executive Office.

Responsibilities:

The ADMINISTRATOR shall *primarily* be responsible for:

- Managing preparation for Board meetings.
- Collecting, transferring and accounting for funds given to support the work of the Diocese of the DR.
- Working with the DR DIRECTOR OF EDUCATION to manage the DR scholarship program.
- Establishing and maintaining the DDG website, email and social media accounts.
- Maintaining and archiving relevant historical documents and photos of the DDG and the Dominican Church.

The ADMINISTRATOR shall provide support to the EXECUTIVE DIRECTOR and the Board in the following areas as required and as time permits.

- Developing a 5-year DDG strategic plan.
- Coordinating and supporting short term mission teams to the Diocese of the DR.
- Managing the DR pilgrimage and exploration trip program.
- Assuring transport of materials, supplies and equipment to the DR.
- Reviewing and approving contracts for services.
- Maintaining files of key processes and procedures.
- Managing implementation of the DDG budget.
- Preparing and filing financial reports required by Government agencies.
- Advocating the mission of the DDG to Companion Dioceses and other external stakeholders.
- Providing timely information to Companion Diocese and persons interested in the work of the Diocese of the DR.

Authorities: The ADMINISTRATOR shall have the authority to:

- Work independently with the DR Director of Education to manage the DR Scholarship Program.
- Independently manage, upgrade and Input Information regarding the web site, email and social media accounts of the DDG.