Mennonite Disaster Service

Position Open

Position Title: Director of Administration (DA)
Job Status: Full-Time/exempt position
Location : Lititz, PA
Wage:
Revised: 10/14/2026

Primary Responsibility
Provides strategic leadership and oversight of all operational functions of the Administration Department, including staff, programs, and financial objectives within the Mennonite Disaster Service (MDS) vision and mission.

Reporting Relationships
Reports to the Executive Director (ED)

Direct Reports
Finance & Administration Manager (F&AM)
Human Resources Manager (HRM)
IT Manager
Regional Administrators (MDS Regions 1, 2, 3, and 4) (RA)

Key Responsibilities:

1. **Strategic Planning and Implementation**
   - As a member of the Executive team (Executive Director, Director of Resource Development and Director of Project Operations), work to develop, lead and implement strategies and operational programs to carry out the mission and vision of MDS
   - Collaborate with other directors and departments to achieve operational objectives
   - Serve as staff representative on the Board Governance Committee
   - Serve as a representative on the Executive Council and other leadership teams as required
   - Steward the Covenant Status and Bylaws of MDS units and regions
   - Steward the Partners in Mission (PIM) agreement as applies to their department with MDS Canada
   - Serve as part of the Risk Management team led by the Director of Project Operations to identify and evaluate risks to MDS within Administration Department and implement measures to manage these risks
   - Attend Board of Directors meetings as requested
2. **Team Leadership and Development**
   - Lead, mentor and support managers and Regional Administrators in the Administration Department to foster a collaborative, high-performing environment
   - Guide the development and implementation of the operational plans for each team aligned with the long-term administrative strategy of MDS
   - Oversee operations across Administration teams, ensuring smooth and efficient workflows and compliance with organization policies and procedures
   - Oversee Administration programs, resources, finances and budgeting

3. **Other tasks**
    - Serve as backup to ED for up to 120 days (per Policy for Executive Director Interim Leadership Plan)
    - Participate in unit and region meetings as needed
    - Other duties as assigned

Qualifications:

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Minimum of six years of experience in people centered leadership (strategy and planning, team development, collaborative mindset, conflict resolution)
- Minimum of six years of experience in management, non-profit administration, or finance
- Bachelor's degree in Business Administration, Management, Finance or equivalent experience, required
- Aware of and familiar with the vast range of MDS constituency & culture
- One or more years of experience working with people of another culture

Essential Skills:

- Strong team leader with demonstrated ability to inspire and lead a team to effect change and adapt systems to emerging needs
- Strong verbal and written communication skills, including public speaking and presentations
- Ability to function well as a team player
- Capacity to align department goals with broader organizational strategy
- High emotional intelligence and cultural sensitivity
- Integrity, resilience, and a commitment to servant leadership
- Proven conflict resolution and problem-solving skills
- Sensitivity and ability to relate to MDS' diverse constituent groups
- Proficiency with Microsoft office suite and other common collaboration platforms (e.g., Zoom, Teams)
- Availability and willingness to travel approximately 20% time
- Physical requirement: Work is mostly sedentary with long periods on the phone and at a computer terminal
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger

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