


# Administrative Director

 **Location:** The Lighthouse Foundation, Butler County

 **Job Type:** Full-Time, Salary

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## Organization Overview

The Lighthouse Foundation is a faith-based nonprofit committed to encouraging hope in Christ by meeting immediate needs and empowering individuals toward self-sufficiency. We serve those facing poverty, homelessness, food insecurity, and sobriety challenges through our ministries and programs.

We are seeking an Administrative Director with great attention to detail who will oversee business operations, financial management, human resources, payroll, and strategic organizational oversight.

The ideal candidate is mission-driven, business-minded, and passionate about faith-based leadership, nonprofit sustainability, and operational excellence.

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## Position Summary

The **Administrative Director** will oversee the administrative, financial, and operational functions of The Lighthouse Foundation, ensuring the effective and efficient management of resources. This leadership role will work closely with the Executive Director and Board of Directors to implement strategic goals, optimize financial sustainability, and strengthen internal operations to support the organization's long-term vision.

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## Key Responsibilities

### Financial & Business Operations

- Oversee budget planning, forecasting, and reporting to ensure financial stability.
- Monitor cash flow, grant funds, donor contributions, and investment accounts.
- Ensure compliance with nonprofit financial regulations, audits, and tax filings.
- Coordinate with external accountants, bookkeepers, and auditors to maintain financial integrity.
- Maintain relationships with vendors, service providers, and external partners.

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## **Payroll & Benefits Administration**

- Manage payroll processing, ensuring accuracy and compliance with federal and state laws.
- Oversee employee benefits programs, including health insurance, retirement plans, and PTO.

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## **Human Resources & Leadership Development**

- Lead recruitment, hiring, and onboarding processes, ensuring alignment with the organization's Christian mission.
- Address employee relations matters and cultivate a mission-driven workplace culture.
- Oversee professional development opportunities, including faith-based leadership training.

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## **Office Administration & Compliance**

- Oversee daily business operations, office workflow, internal systems, and record-keeping.
- Ensure regulatory compliance with nonprofit laws, financial transparency, and HR policies.
- Manage relationships with third-party service providers, including auditors, legal advisors, and IT teams.
- Provide administrative support for organizational growth, efficiency, and infrastructure.

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## **Qualifications**


### **Education & Experience**


- Bachelor's degree in Business Administration, Finance, Nonprofit Management, Human Resources, or a related field (Master's preferred).
- 5+ years of leadership experience in nonprofit administration, business operations, or financial management.
- Proven experience in budget oversight, grant compliance, and HR leadership.
- Experience working with external auditors, bookkeepers, and third-party consultants.

## Skills & Leadership Qualities

- Strong financial acumen and ability to manage nonprofit funding streams.
  - Visionary leadership with the ability to strategize for long-term sustainability.
  - Excellent communication, problem-solving, and decision-making skills.
  - Ability to develop staff, foster team collaboration, and uphold a faith-based mission.
  - Strong knowledge of nonprofit regulations, HR compliance, and operational best practices.
  - Commitment to The Lighthouse Foundation's mission and values.
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## Compensation & Benefits

 **Salary Range:** \$48,000 – \$53,000 depending on experience.

 **Benefits Package:** Health insurance coverage, life insurance coverage, additional coverage options, wellness support, PTO, credit union partnership with financial planning, and professional development and growth opportunities.

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## How to Apply

 Send your resume and cover letter to [joanie@thelighthousepa.org](mailto:joanie@thelighthousepa.org) - with the subject "Administrative Director Application."

For more information about The Lighthouse Foundation, visit [www.thelighthousepa.org](http://www.thelighthousepa.org).