



Associate Director of Ministry Operations (ADMO)

- Full-time, Executive Leadership, Support-Raised position
- Based in Sherman, Texas headquarters or close proximity, with several international and Stateside trips per year.
- Serving alongside GSM's Ministry Steward (Executive Director) and Finance Director, reporting to the Executive Director.

Position Summary:

The Associate Director of Ministry Operations (ADMO) plays a vital leadership role within GoSendMe Global (GSM), a Christ-centered missionary service, care and training ministry organization committed to "serving those who are called out to serve Him" with a view toward "nationals reaching the nations and communities transformed by Jesus". The ADMO functions as the primary administrative overseer for GSM staff and missionaries, ensuring effective systems of care, support, training, and organizational alignment with our Kingdom mission.

As a vibrant servant leader, the ADMO will oversee the assessment and training of prospective new missionaries; oversee the volunteer Care Connectors who maintain relational support for missionaries in the field; develop resources and training to ensure the health, development, and readiness of all staff and missionaries, plus develop future staff to oversee growing departments.

Biblical Foundation:

This role reflects the heart of those who supported the ministry of Jesus, including the women mentioned in Luke 8:1-3, who "provided for them out of their means." These servants played a key role in enabling the mission to continue through practical care, hospitality, and stewardship. Similarly, the ADMO will provide the necessary administrative and relational support that empowers GSM's staff and missionaries to focus on Kingdom advancement.

Key Responsibilities:

1. Missionary Intake & Training Oversight

- Manage and refine the assessment process for prospective missionaries and staff.
- Conduct or coordinate preparatory training to equip new missionaries for cross-cultural and field-specific service.
- Develop and maintain a biblically grounded training curricula aligned with GSM's vision, values, and APACCS model.
- Encourage the role of the Church as Christ's sending agent, under the direction of the Holy Spirit, and GSM's role as a service, care, and training ministry in conjunction and cooperation with supporting believers.

2. Administrative Oversight of Staff and Missionaries

- Provide administrative leadership to GSM staff and field missionaries.
- Establish rhythms of communication and accountability with leaders in various regions and departments.
- Ensure consistent implementation of organizational policies and best practices across all field operations.
- Encourage and support GSM office staff, Regional Connectors, and missionaries in following Christ fully.
- Model collaborative servant leadership, avoiding corporate-style control while fostering the unity of Christ's body.

3. Care Connector Development

- Prayerfully seek out, train, and oversee a team of volunteer Care Connectors tasked with relational and spiritual support for missionaries.
- Develop scalable systems for regular check-ins, prayer, and resource provision to global workers.
- Foster a culture of encouragement, accountability, and mutual edification among GSM missionaries.
- Ensure Care Connectors see the development, maintenance, and growth of the APACCS teams (Accountability, Prayer, Advancement, Care, Crisis, and Support) of the missionaries they serve as the long-term goal.

4. Training & Resource Development

- Create, source, or curate relevant tools and training materials for personal, spiritual, and professional development.
- Facilitate ongoing education and equipping for missionaries and staff, including workshops, retreats, and online modules.
- Ensure field personnel have access to counseling, crisis support, and leadership development resources.
- Champion GSM's APACCS framework for missionary long-term health and sustainability.

5. Organizational Leadership

- Participate in strategic planning and collaborative decision-making as part of the GSM executive leadership team.
- Model servant leadership in all relationships and functions, championing humility, stewardship, and spiritual maturity.
- Represent GSM with integrity and clarity in meetings, partnerships, and events.
- Serve as a spiritual and practical responder during times of staff/missionary crisis, suffering, or transition.
- Demonstrate a joy in inviting others into financial partnership with GSM, raising support alongside us, participating wholeheartedly and excitedly in any opportunities to invite others into the mission of Jesus.

Qualifications:

- A committed follower of Jesus Christ, actively involved in a local church.
- Demonstrated leadership and administrative experience in business, ministry, or nonprofit settings.
- Strong interpersonal and communication skills.
- Experience with missionary care, mission-field service, and/or ministry training preferred.
- Excited to raise the salary and funds to accomplish the position.
- Ability to lead and serve in a multicultural environment.
- Willingness to travel internationally as needed.
- Some seminary or ministry training preferred and/or established relevant experience.
- Spiritually mature, teachable, and aligned with GSM's Statement of Faith and Core Values.

Application Process:

If you are led of the Lord, you are invited to start by submitting a cover letter, resume, three ministry references, and brief testimony of faith and calling to serve in this role. Send this to rcasey@gosendme.us.