



JOB TITLE: DIRECTOR OF OPERATIONS

REPORTS TO: EXECUTIVE PASTOR

JOB PURPOSE:

The primary focus of this position is to serve the Lord and the body of Grace Covenant Church by providing operational support for the maximization of our church resources to assist in the vision of the Grace Covenant Church and its ministries. This position will perform leadership, supervisory and administrative tasks to ensure effective and efficient use of financial, facility and technology resources. It will also oversee security issues for church activities.

THE IDEAL EMPLOYEE WILL:

- Desire to grow in their personal relationship with Jesus Christ; demonstrate consistent Christian character
- Have integrity to be trusted and maintain confidentiality when necessary
- Possess a servant's heart with a personal desire to use gifts, abilities and experiences to serve the Lord and others
- Cultivate quality working relationships with elder, pastors and all levels of staff
- Be teachable and have the willingness to grow and improve themselves and their skills
- Be self-motivated to do his/her best to the glory of God in each task or responsibility
- Be committed to the Core Values and Statement of Faith of Grace Covenant Church
- Seek peace in relationships and apply peacemaking principles to resolve conflicts

COMPETENCIES:

- Organizational skills to be able to manage multiple projects, to keep track of details and get back on track when interrupted
- Ability to self-manage workload and relationships to effectively accomplish priorities
- Ability to serve multiple clients by tending to big projects and small details
- Good communication skills both verbal and written with the ability to communicate issues in understandable ways
- Ability to maintain poise, patience, and effectiveness when faced with change, opposition or emergencies
- Demonstrated proficiency to use software, internet and technology to manage and accomplish responsibilities

EDUCATION & EXPERIENCE:

- Undergraduate to Master's Degree in degree in finance, business, management or related fields of study
- 3-5 years' experience in corporate level finance
- 3-5 years' experience in supervising manager level subordinates

SUPERVISORY RESPONSIBILITIES FOR THE FOLLOWING POSITIONS AND AREAS FOR WHICH THEY ARE RESPONSIBLE:

- Director of Finance and accounting staff
- Facilities Manager and facility staff
- IT Systems Coordinator
- Police and security volunteers

DUTIES AND RESPONSIBILITIES:

- *Finance 45% of week*
 - Financial management of church property and assets, including budget planning, developing proper controls and safeguards to protect church assets
 - Supervise Director of Finance
 - Identify and recommend strategies to maximize financial assets
 - Identify new opportunities for process improvement and develop strategies to address financial and accounting functions
 - Review and aid in negotiation of financial portions of contracts for services and resources
 - Manage relationship with outside accounting consultant, bank and financial institutions
 - Manage coordination and materials for audits and process reviews
 - Be aware of trends, products and services to make recommendation that will enhance our efficiencies
- *Facilities 20% of week*
 - Supervise Facility Manager to maintain facilities and implement best practices
 - Work with Facility Manager to hire, train, develop and manage facility team members
 - Oversee the purchase of furniture, equipment and material resources for facilities and ministry use
 - Resolve and troubleshoot issues arising in facility coordination and ministry needs
 - Oversee the continued maintenance of facilities, equipment and assets
 - Serve as project manager, as delegated by Executive Pastor, on campus remodels or improvements
- *Security 12% of week*
 - Coordinate and improve security and safety plans for church and ministry activities
 - Manage the relationship with hired police or security service providers
 - Manage relationship with security camera vendor
 - Oversee and recommend improvements to security cameras
 - Recruit, train and coordinate the volunteers for our security and safety teams for Sunday mornings
 - Be aware of trends and best practices in church security

- *IT Services 10% of week*
 - Manage the relationship with IT consulting firm
 - Manage IT Systems Coordinator to provide efficient and effective services
 - Oversee our technology infrastructure and network insuring it is serving the church well
 - Make recommendations for IT and software resources
- *Other Duties as Assigned 3% of week*

JOB STATUS:

- Full-time (40 - 50 hours) Five-day work week includes Sunday mornings and occasional evenings
- Exempt
- Director level with benefits

BENEFITS:

- Paid benefits for employee and their dependents - medical, dental, life insurance
- Paid vacation, holiday, personal and sick days
- Technology allowance
- Continuing education allowance
- 403b retirement matching