

CITYCHURCH

Director of Operations (Full-Time 40 Hours, Salaried)

The Director of Operations is responsible for ensuring that the operations are managed in the best short-term and long-term interests of City Church. The successful candidate will establish and maintain the essential infrastructure and support to the Staff Team, the Leadership Board, and volunteers, enabling all parties to achieve our shared vision and goals. Areas of oversight include: operations, facility, finance, human resources, information technology, and communications, working closely with a combination of staff, volunteers, and vendors. The individual should desire to use their skills and gifts to establish and maintain effective systems that promote overall ministry. As a representative of City Church, this person should exhibit Christian character and integrity, as well as professional competence.

A. QUALIFICATIONS

1. Demonstrates a vibrant relationship with Jesus and conforming to Jesus' way of life.
2. Endorses and supports the Church Covenant and Statement of Faith as stated in the City Church Constitution, evidences a commitment to the City Church Purpose Statement, is a regular participant in public worship at City Church and remains a Member in good standing.
3. Bachelor's degree in business or related field preferred.
4. Three or more years of experience preferred in overseeing the operations of a business or ministry including accounting, human resources, volunteers, communications, IT, and facilities.
5. Demonstrates poise, tact, judgment, and ability to handle confidential information.
6. Self-starter with strong organizational and time-management skills, creativity and perseverance in problem-solving, tackling new initiatives, and creating and maintaining functional systems.
7. Strong interpersonal skills with ability to recruit and train staff and volunteers.
8. Ability and willingness to handle urgent or emergency building and property needs outside of working hours.
9. Strong verbal and written skills.
10. Demonstrates competence with Microsoft Office, QuickBooks, Database Management, and sound financial management practices.

B. RESPONSIBILITIES

1. Operations
 - Establish and maintain effective administrative and organizational systems.
 - Ensure there is an organized and current repository of church records and standard operating procedures that can be accessed easily by staff and volunteer leaders.
 - Manage congregational database including data integrity in people profiles, groups, events, forms, and giving; create reports and processes; analyze data; archive schedules and communication, in coordination with staff and volunteer leaders.
 - Train staff and volunteers in utilizing the established effective systems for ministry.
2. Facilities
 - Coordinate with the Volunteer Facility Manager, facility team, and/or selected vendors for the operation and maintenance of facilities, grounds, equipment, and security.

- Oversee coordination of church calendar, building usage, volunteer usage, and rental agreements in consultation with Volunteer Facility Manager.
- Maintain facility records including forms, claims and/or vendor contracts.
- Oversee Volunteer Facility Manager to review, prioritize, and complete tasks on the Comprehensive Building Maintenance Plan, in consultation with Senior Pastor and in alignment with budget.

3. Finance

- Provide support and oversight for all bookkeeping (accounts payable) and other financial functions performed by Bookkeeper.
- Interface with Treasurer and Bookkeeper to approve staff expenditures, provide day-to-day management, and ensure expenditures are in alignment with budget.
- Assist Senior Pastor in creating annual budget, in coordination with Treasurer and staff.
- Ensure weekly processing of contributions and other revenue through in person giving, online (ACH, credit card), mailed checks, donor-advised funds, and stock gifts, in collaboration with volunteer leaders. Oversee maintenance of accurate giving records and year-end giving summaries to contributors.

4. Human Resources

- Oversee all Human Resources including insurances, employee benefits, forms, procedures, and maintaining all personnel documents and files in a secure location.
- Oversee development and maintenance of personnel procedures and manuals, in collaboration with Board HR Representative.
- Assist in staff searches and oversee on-boarding of new staff.

5. Information Technology

- Interface with IT consultant to manage and maintain computer equipment and network, including purchasing, initial troubleshooting, and minor system maintenance.
- Ensure staff and volunteers have proper tools (computers, software, internet, phones, equipment, training, etc.) in order to fulfill their duties effectively and efficiently.

6. Communications

- Effectively manage the internal and external communication needs of the church in collaboration with Pastor of Worship Arts and Communications in ways that reflect our church's mission, vision and values.

7. Vitally Contributing Staff Member

- Attend weekly staff meetings in person and participate fully in staff life.
- Carry out other duties as assigned.

C. RELATIONSHIPS

1. Supervised by the Senior Pastor.
2. Coordinates with other members of the City Church staff.
3. Coordinate with and oversee volunteer leaders and teams, and paid vendors in assigned area.