Southwood
Lutheran Church

Director of Business & Facilities

Southwood Lutheran Church

Job Description (full time, exempt):

The Director of Business & Facilities leads and manages the financial and administrative operations of the church and coordinates the facilities management.

REPORTS TO: Senior Pastor

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform and oversee all financial operations by accounting for all receipts and disbursements, managing accounts payable, maintaining financial reports and coordinating the annual budget.
- Work with the Finance & Facilities Advisory Board of the church to plan, prioritize budget and evaluate all administrative and facility operations consistent with the church's strategic plans.
- Provide leadership and direction to:
    - Facility administration by overseeing all maintenance and repair of the church building/property, supervising use of the building/equipment and coordinating security operations.
    - Asset management by overseeing records management procedures and leading all information technology/infrastructure activities.
    - Operations and procedures by working with the whole staff to ensure understanding of the systems and tools that support staff in doing ministry.
    - Human resource administration by overseeing compensation, payroll and employee benefits.
- Serve as the point person for Church Council activity and advise on financial matters.
- Work with the Endowment Board to oversee the endowment portfolio, including investment, disbursements, operating procedures and reporting.
- Encourage, motivate, challenge and help team members develop their greatest potential in their respective positions.
- Guide volunteers to carry out their responsibilities in alignment with Southwood Lutheran's mission.
- Other duties as assigned.

EDUCATION, EXPERIENCE, and SKILLS

- Bachelor's degree with a focus on business, accounting, management or a related field.
- Proven leadership experience managing staff, vendors, and facilities.
- Holds strong knowledge and ability in financial accounting, control and reporting methods.

COMPETENCIES

- Problem-solving: Ability to see the big picture and proactively identify opportunities
- Analytical, adaptable: Ability to think comprehensively around a problem and find solutions, making adjustments where necessary.
- Operational Decision Making – Uses input and discernment to drive effective action.
- Planning & Organizing: Sets clear priorities and aligns resources efficiently.
- Continuous Improvement: Proactively refines systems to enhance ministry effectiveness.
- Communication: Strong interpersonal, written, and verbal communication skills.