



Job Title:	Executive Director
Department:	Administration
Reports to:	Lead Pastor
Avg hours:	32-40 hours per week (negotiable)

Ideal Candidate

The ideal candidate for this position will be strongly aligned with the culture, mission, vision, and values of Christ Church, which is a non-denominational, evangelical church founded in the Wesleyan tradition. Success will be largely dependent on the ability to integrate spiritual discernment into decision-making and lead with grace, humility, inspiration, and integrity while serving as part of a lean team.

Job Overview

The Director of Administration is charged with coordinating, leading, managing, and organizing church operations in areas that include communications, facilities, finance, human resources, and technology. In addition, this position provides leadership with overall strategic planning for the church and is a member of the church's Senior Leadership Team.

Skills, Experience, and Education

- Bachelor's degree in finance, management, or related field with a master's degree in business or public administration being highly desirable.
- Experience in church operations or non-profit management is highly desirable.
- Strong knowledge of MS Office and various types of Enterprise Resource Planning (ERP) software packages including accounting, payroll, and database management.
- Other skills and capabilities that are important for this position include: analytical, entrepreneurial, excellent judgment, financial, organizational, problem solving, professional demeanor strong decision-making, supervisory, strong verbal and written skills, and visionary.

Job Duties/Responsibilities

- Provide counsel to the lead pastor on overall planning and strategic operations for the church.
- Provide leadership and planning for capital campaigns, long-term financing for church facility construction and improvement.
- Provide coordination and management of future church expansions including site evaluations, potential site selections, and lease/purchase negotiations.
- Serve as staff liaison and ex-officio representative to the church's Operations Council and Elder Council.
- Attend weekly All-Staff meetings, and weekly Senior Leadership Team meetings. Be prepared to contribute and update staff on operational developments and future plans.
- Active participation in the life of the church is expected.
- Provides fiscal oversight and management for the church which includes all accounting operations, auditing, budgetary preparation, corporate card management, and financial reporting.
- Provide direction and planning for the implementation of software and technology that assists staff with their duties and streamlining of church operations. This also includes coordination for contracted IT services.
- Ensure all church benefit plans are in order and well-maintained and seek to enhance benefit offerings as market conditions warrant.
- Coordinate with the landlord and contractors and vendors regarding management and upkeep of the church's facilities.
- Supervise operations and staff in the areas of communications, finance, and human resources area and provide overall direction and planning for these operational areas.
- Ensure that church auto, liability, and property insurance are adequately in place and maintained.
- Write, update, and manage key policies for the church including but not limited to the employee handbook, facilities use policy, financial policy, gift acceptance policy, and safety/security plans.

Compensation: Based on a work week of 32 hours, compensation will be from the mid-60s to low 80s depending on qualifications and experience. Based on a work week of 40 hours, compensation will be from the mid 80s to low 100s.

Benefits: The position comes with a full range of benefits including group health and dental coverage, vision insurance, employer provided long- and short-term disability insurance, health savings account, 403(b) retirement plan, 11 paid holidays, and paid-time-off. Church offices are closed on Fridays.

Remote Work: The church allows for up to 50% of work to be performed remotely with the remainder onsite, subject to the business needs of the church.

Questions: If you have any questions about this position please email, Carness Vaughan, Lead Pastor, at cvaughan@christnwa.church.

Application for position: If you wish to apply for this position, please submit a resume and cover letter of interest to Carness Vaughan, Lead Pastor, at cvaughan@christnwa.church.

Deadline: The position is open until it is filled.