



Success Profile

Job Title: Operations Executive Director

Department: Operations

Director: Sr. Pastor

Purpose:

To oversee the day-to-day operations, ensure smooth functioning, and support the church's mission and vision through efficient management of resources and staff. They play a crucial role in translating the church's strategic goals into actionable plans and ensuring effective implementation across various departments and ministries.

Experience, Knowledge, and Skills Required:

- Excellent written, verbal and interpersonal skills.
- Basic computer skills (ie MS office, Google Drive, planningcenteronline.com) and the capacity to learn other skills as necessary.
- Exceptional time management, organizational and prioritization skills
- Solution-oriented

Essential Functions and Responsibilities:

- Work closely with the senior pastor and leadership team to develop and implement operational strategies that align with the church's overall vision, mission, and goals.
- Oversee the church's finances, including budgeting, accounting, payroll, financial reporting, and ensuring compliance with financial regulations and best practices.
- Oversee the church's human resources department, including recruitment, hiring, training, staff development, performance management, and ensuring adherence to employment laws and policies.
- Ensure the church's facilities are well-maintained, secure, and conducive to ministry activities. This may include overseeing building maintenance, repairs, security systems, and managing facility usage schedules.
- Oversee the church's administrative functions, including office operations, communication systems, records management, and ensuring efficient workflows across departments.
- Lead and supervise a team of staff members involved in various operational areas, providing guidance, training, development and support to ensure effective performance.
- Ensure the church complies with all applicable laws, regulations, and governance structures, including church bylaws and policies.
- Effectively communicate with staff, volunteers, and church members, fostering collaboration and teamwork across the organization.
- All other duties as assigned.

Attributes:

- Love for God.
- Love for people.
- Devoted to the call of God, to the unity, leadership, vision, purpose and core values of City Hope, and to fulfilling the Great Commission with integrity and passion.
- Pursues excellence with a work ethic that is excellent, protective and frugal with time and money.
- Loyal, trustworthy, and faithful.
- Displays an attitude of a Christ-like servant and is a humble, life-long learner.
- Works well with others, cultivates a team-building atmosphere, and nurtures positive relationships with other staff and team members.
- Maintains God-ordained priorities: Jesus Christ first, spouse second, children third, and ministry fourth.
- Gives at least 10% of income to the vision of City Hope Church.
- Strives to keep unity and maintain charity of faith toward others (James 3:1, Romans 14, Romans 15:1-5).

Relational Connections:

- Available for Pastoral Care meetings as needed

Supervisory Responsibilities:

- Oversee the Directors, Pastors, and Support staff that make up the Operations Department

Key Performance Measurements:

A values-based performance review will be conducted annually on hire-date anniversary. This review is based on City Hope Values and Standards (located in the Employee Handbook).

*This description is not all-inclusive, and other duties may be assigned as necessary.
