

## **Job Description**

### **Director of Operations**

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#### **SUMMARY**

The Director of Operations will support the mission and vision of SPC through strategic leadership as a member of the Senior Leadership Team, through leading the day-to-day church operations and working to align the church's priorities and vision with its resources.

#### **ACCOUNTABILITY and SUPERVISION**

Accountable to and reports to the Senior Pastor

#### **RESPONSIBILITIES**

##### **1. Administration**

- Lead an operations team covering Finance, Marketing, and IT that is faithful, efficient, confident, and delivers on church goals. The operations team is key in supporting not only church members, but the rest of SPC staff who are empowering the ministries of SPC, and creates a culture of trust, care, and purpose.
- Oversee the implementation of the vision and mission of SPC across the operations staff.
- Be the Operations main point of contact for SPC's business committee, HR committee, and treasurer.
- Ensure all church operations are compliant with church regulations (SPC, presbytery, PCUSA) and with government requirements and regulations (City, County, State, Federal).
- Lead the strategy, planning, and execution for building the church annual budget for all departments.

##### **2. Mentoring/Coaching/Supervision**

- Lead the talent management of SPC's operations staff, working with them to determine their ministry goals, plans and budgets, ensuring resources align with SPC's vision, as well as lead the SPC performance review process annually.

##### **3. Committee Participation**

- As part of leading in this role the Director of Operations is a key leader who participates on teams across SPC: SPC's session, business leadership team, HR committee, partnering with the Stewardship elder, and the SPC Treasurer.

#### **QUALIFICATIONS**

- Personal and committed relationship with Jesus Christ
- Bachelor's degree required and Masters degree in business, finance, marketing, or related field desired.
- Ten years business management experience leading operations teams preferred.
- Change management skills required.
- Excellent organizational and communication skills; strong written and program management skills
- Maintain high level of confidentiality
- Proficiency with Microsoft Outlook and Microsoft Office (especially Word, Excel, and PowerPoint) products
- Work experience in a church setting or non-profit desirable, but not required

#### **HOURS**

Part time (25 hours), exempt