

**Position: Director of Operations**

**Supervisor: Executive Pastor**

**Overview:** The Director of Operations is responsible for overseeing finance, facilities, and human resources at The District Church (TDC). The goal is to ensure that TDC operates in an efficient and effective manner in order to faithfully advance its God-given mission. The Director of Operations is expected to be experienced in leading and managing a team. He or she is also expected to be experienced in HR best practices in order to effectively hire and onboard new staff. The Director of Operations should be very organized and good with creating and maintaining systems that enable staff and ministries to thrive. The Director of Operations works closely with the Executive Pastor to ensure that staff are supported and aligned as they minister to the congregation and community.

**Requirements**

**Spiritual**

- Committed to Christ as your Lord and Savior
- Commitment to spiritual growth and to a spiritually healthy lifestyle
- Represent TDC in a manner consistent with its values and mission

**Responsibilities**

**Human Resources**

- Support the hiring and onboarding / orientation / off boarding of all new staff members
- Ensure we are in compliance legally and following best practices
- Oversee and reinforce employee handbook policies
- Oversee employee benefits (health care, retirement, life insurance, vacation, sick time, leave policies, continued education)
- Train staff and ministry team leaders to understand TDC systems and best practices related to finance, operations, and any newly created systems
- Managing contracts and relationships with contractors.

**Finance**

- Serve as the main point of contact with our Accounting Firm
- Oversee accounts receivable and payable
- Oversee employee payroll and timesheets
- Support internal budget creation process with staff and create a timeline to ensure budget gets completed & finished on time
- Review and track financial stewardship for ministry team budgets & staff expenses on a monthly basis
- Assist staff on tracking and managing their budget areas
- Revise financial policies annually and make adjustments based on feedback from auditors or staff
- Ensure property tax exemptions are maintained for properties

- Direct, track and manage operations budget areas
- Managing contracts and relationships with contractors.

### **Facilities**

- Supervise Director of facilities
  - Oversee facility management and vendors at all TDC owned properties
  - Oversee contracts with rental spaces
  - Grow TDC facilities team to provide support as needed

### **IT**

- Ensure all TDC owned devices are functioning properly
- Provide support to all staff members using G-Suite, CCB, and Slack
- Ensure staff have equipment and software needed to succeed in their ministry areas
- Oversee online security

### **Required Skills**

- Excellent verbal and non-verbal communication
- Organized and detail-oriented
- HR experience
- Management experience
- Proficiency in Word and Excel and G-Suite
- Flexible & can adapt to any environment
- Self-starter
- Strong critical thinker
- Creative problem solver
- Good listener
- Strong interpersonal skills
- Project management

### **Qualifications**

- Committed to Christ and to the mission of TDC. Understands and fits the values, mission, and culture of TDC.
- Believes administration and management is a vital area of ministry and sees this as one's calling
- Maintains a high level of confidentiality
- Ability to create, maintain and improve systems
- Ability to multi-task and work efficiently on multiple projects
- Task oriented, teachable
- Ability to anticipate future needs to facilitate successful planning / scheduling
- Ability to take initiative and prioritize projects
- Tenacious and assertive
- Willingness to work some evenings and weekends

### **Full-time paid salary with benefits**

If interested, please email cover letter & resume to [kevin@districtchurch.org](mailto:kevin@districtchurch.org)