

**Job Description**

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| **Title** | Director of Operations | **Reports to** | Lead Pastor |
| **Position Type** | Full Time (40 hours per week) | **Salary** | 60k (Exempt) |

**POSITION PURPOSE**

The Director of Operations will be responsible for fulfilling Edinbrook’s mission by overseeing the overall operations of Edinbrook Church. This includes four primary categories: finances, facilities, security, and IT services and tech. This person will oversee the hiring, management, and development of custodial and facilities staff; including one-on-one development, team development, and ongoing observation of staff performance. Through this position, the Director of Operations will help Edinbrook live out the current vision and strategic direction of Edinbrook Church.

**POSITION ROLES & RESPONSIBILITIES**

Ensure healthy and effective operations of the church through leadership and oversight of the following areas:

Finances

* Provides strategic guidance to the Edinbrook Executive Team and Board on finance initiatives and direction
* Provides monthly, quarterly, and annual financial reporting and analysis for the Executive Team and Board
* Coordinates, develops and monitors the annual budget including consulting with the Finance Team
* Administers financial controls and establishes and monitors financial standards and procedures
* Works with Finance Team (monthly meetings) and coordinates vendors used in the finance and giving areas
* Develops and maintains insurance, legal, financing, and banking relationships and programs
* Provides leadership and support for giving initiatives
* Coordinates the annual report and Annual Celebration presentation
* Participates in the annual audit process when necessary
* Provides guidance and approval for all contractual agreements
* Proactively looks for opportunities to improve finance programs, practices, and procedures and keep Executive Team and Board informed of new developments. Recommends new initiatives and/or changes to existing policies, programs and practices
* Meets weekly with the bookkeeper to review and approve expenditures
* Other duties as assigned

Facilities & Security

* Oversee staff such as custodial team, facilities manager, and coffee shop manager
* Ensure items and structures are in good standing and oversee needed repairs
* Oversight and continued training of security team
* Oversight and continued upgrading of security systems
* Ensures safety and security for the campus
* Advocates for maintaining Edinbrook standards for campus environment
* Communicates to grounds vendors and landscape team any maintenance needs
* Arranges professional services for building and systems maintenance with service providers
* Vets, trains, schedules and equips volunteer security team members as needed
* Recruits, trains, and coordinates volunteer support for facilities related functions
* Other projects as assigned

IT and Tech Support

* Supervises user services, technology systems, production systems, and information systems and teams
* Ensure proper functioning of equipment and network infrastructure
* Ensure optimization and long-term maintenance of technology environments
* Identifies and recommends new technology solutions
* Performs strategic and annual planning for technology investments
* Develops security prevention and disaster recovery strategies
* Oversees all technology budgeting, purchasing, and invoice approvals
* Develops and manages outsourced and vendor strategy and maximizes partnerships to increase stability and reduce costs
* Work with a volunteer IT team or outsource work as needed to maintain productivity for staff in the work place
* Other duties as assigned

**QUALIFICATIONS, SKILLS & ABILITIES**

* Has a personal relationship with Jesus Christ
* Experience in business, public administration, finance, or related field preferred
* Experience in facilities management and maintenance a bonus
* Comprehension of business processes, strategies and risks
* Experience partnering and collaborating with leaders, managers, and teams
* Has the ability to manage numerous tasks and details effectively
* Excellent communication skills; interpersonal, written, and verbal
* Self-starter, independent worker.
* Organized, able to think and plan ahead – proactive.
* Experience or understanding of Edinbrook Church culture or similar ministry environment is preferred

**EDUCATION & EXPERIENCE**

Bachelor’s degree or equivalent combination of education and experience required. Proficient with Microsoft Office (Word, Power Point, Excel), Quick Books and has the ability to be trained on other church software.

**REPORTING RELATIONSHIPS**

Immediate Supervisor: Lead Pastor