

Operations Director

The Operations Director is primarily responsible to lead and direct the central systems, structures and teams that maximize the operating effectiveness of (church name) including Facilities, Human Resources, Information Technology, and Finance.

Knowledge, Skills and Abilities:

- Education: BA/BS degree required; Relevant master's degree preferred.
- Background in operations, financial management, IT and /or accounting with 5-10 years of relevant leadership experience.
- Exhibits a strong personal commitment to Jesus Christ evidenced in personal relationships, commitment to the church, personal work ethic, compassion, and a heart for lost people.
- Exhibits excellent administrative, organizational and management skills.
- Self-starter with the ability to prioritize requests, manage multiple staff and projects, and direct departmental workflow.
- Systems thinker with the ability to create, assess, and improve operational systems.
- Proven ability to manage projects and people well in a fast-paced environment.

Overview of Job Duties:

- Provide leadership and oversight to core central support operational teams: Facilities, Human Resources, Information Technology, Finance and Office support teams.
- Champion and manage the church database.
- Ensure support functions are in full compliance with all applicable laws and regulations.