

Church of the Open Door's Mission: To invite people to engage in the struggle of becoming fully alive in God.

Job Title: Director of Operations

Job Status: Full-time, Exempt

Ministry Area: Operations

Reports to: Executive Pastor

Reports to this Position: Financial Coordinator, Financial Assistant, Facility Manager

Position Summary:

- Ensures the smooth running of ministry through the leadership of church business and operations including supervision over Human Resources, Finance, Facilities and IT. Works to create systems, removing obstacles and risks so that each ministry area can function and thrive.

Position Responsibilities Include:

- Provide leadership in the following areas:
 - Human Resources: evaluate employee policies and procedures, including employee handbook, and recommend necessary changes; ensures compliance to legal and ethical standards; leads employee benefits enrollment process including open enrollment and vendor relationships; coaches and advises managers on HR issues including job descriptions, hiring process and employee discipline; manages annual performance review process; provides support and partnership with Executive Pastor on employee development, growth and succession planning.
 - Finance: evaluate and manage budget process and forecasting including overall church annual budget creation and ongoing reports/updates to ministry leaders on YTD performance for their area; ensure compliance to accounting standards and non-profit regulations; oversee recording keeping process for payroll, charitable contributions, and preparation of annual financial audit; provides reports and forecasts as needed to church leadership and elders.
 - Church Building and Facilities: point person on relationships with building tenants; collaborates with staff and elders to create comprehensive strategy and process to use church building as extension of church's mission and vision and as a community resource; point person on evaluation of building use opportunities in light of this strategy and process.
 - Miscellaneous: manages IT function for the church including relationship with IT consultant and works with consultant to evaluate and recommend changes to current systems and church database; oversees risk management function and as needed consults with legal counsel; reviews all contracts for the church; evaluates vendor relationships and makes change recommendations if necessary.
- Committed to developing and investing in volunteer leaders, including collaboration with volunteer Operations Task Force.

Essential Skills and Experience:

- Past leadership experience in church or ministry setting
- BS/BA degree preferred
- 5 years relevant experience including leading and developing teams preferred
- Demonstrable success in the areas of managing people and projects
- Experience in thinking strategically, and able to anticipate and initiate change
- Team player with strong partnership and interpersonal skills

Organizational Commitment:

- Understand and support the mission, vision, values and beliefs of Church of the Open Door.
- Genuine, visible relationship with Jesus Christ; qualities of an elder as described in I Timothy 3.

Physical demands and work environment:

- Employee must be able to move freely throughout the building. Note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.