

SHEPHERD OF THE HILLS LUTHERAN CHURCH

Position Description

Position Title: Director of Operations

Reports To: Senior Pastor

Status: Full-Time, Exempt

Hours: 40 hrs/week

Position Purpose: In support of the church's mission, this position will serve by providing support and overall direction in the areas of finance, stewardship, human resources, facilities, information technology, and office management.

RESPONSIBILITIES

Finance

Responsible for all aspects of financial reporting, internal financial controls, budget preparation and oversight

- Provide budget planning and oversight
- Coordinate with the church Treasurer to establish and implement sound financial record keeping, accounting and reporting procedures
- Inform ministry team leaders of the status of their expenditures/budget on a month-to-month basis
- Identify appropriate sources of funding for special projects
- Enter into contracts/establish accounts with vendors on behalf of the congregation
- Prepare, monitor and distribute short and long-term financial projections for strategic planning and resource allocation
- Manage all banking/investment relationships
- Partners with the Finance Committee to maintain a manual of policies and procedures governing the financial aspects of the church.
- Complete and file ELCA Annual Report
- Serves as staff liaison to the Finance Committee
- Completes all accounts payable and account receivables

Development

- Identify philanthropic opportunities to support the church
- Develop relationships with donors and prospective donors
- Recruit, organize and work with volunteers to facilitate specific fundraising initiatives
- Lead, support and organize the Gift Team including evaluation and revision of current structure and purpose

Human Resources

- Manage the processes for hiring, orienting, annually reviewing and dismissing employees
- Administer insurance, retirement and other employee benefit programs
- Process semi-monthly payroll and related accounting and recordkeeping functions
- Record and monitor vacation and sick leave usage according to established policies
- Establish and maintain personnel records for all church staff with the exception of employee reviews
- Maintain updated job descriptions for all staff positions
- With the Personnel Committee, develop, document and administer adopted personnel policies of the Governing Board
- Serve as staff liaison to work with the Personnel Committee to ensure healthy human resource relations within the church
- Facilitate staffing, salary and benefit planning during the budgeting process
- Conduct background checks on all volunteers and potential employees
- Stay up to date on current policies and laws regarding employees
- Serve as the organization's OSHA trainer

Facilities Management

- Direct and supervise the custodial staff or contracted cleaning company personnel
- Serve as staff liaison to the Property Committee
- Negotiate and administer insurance coverage for property, liability and workers compensation, oversee insurance claims and reporting
- Negotiate contracts and single use rentals of facilities while maintaining building schedule
- Monitor and negotiate routine maintenance contracts for all property items
- Coordinate Emergency response team and policies that pertain to incidents, emergencies and pandemics
- Commercial kitchen- serve as the licensed food service manager for the kitchen ensuring all policies, laws and procedures are followed

Information Technology Management

- Oversee maintenance of individual workstations including virus protection, network connectivity and periodic upgrade/repairs, backups
- Investigate and evaluate new systems technology/software to improve the office productivity and marketing
- Train and assist staff in the use of the database and Microsoft Office applications. Serve as System Administrator
- Primary contact for IT Support and web hosting contracts, including annual domain registration

Special Events Management

- Serve as a contact for funerals and weddings, providing assistance to the Pastoral staff, Wedding Coordinators and Funeral Coordinators

QUALIFICATIONS

- Bachelor's degree in business, finance, or related study or equivalent experience
- Previous experience in supervisory roles
- Experience in non-profit administration preferred
- Proficiency in Microsoft Office software programs

COMPETENCIES

- Ability to work independently as well as part of a team
- Flexible, strong communication and organizational skills, both verbal and written
- Good team building skills and a Christ centered approach to living
- A commitment to the mission, vision, and values of Shepherd of the Hills
- The ability to maintain confidentiality and protect sensitive information

Benefits:

Salary is based on experience and guidelines for professionals within this field. In addition to salary, benefits include continuing education, paid vacation, and holidays per agreement.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Deadline:

Monday, September 19th

Contact Information:

Interested applicants please send cover letter and resume to Renee Patterson, pastorrenee@shepherdshoreview.org with attention to: Director of Operations.