

TRINITY EVANGELICAL LUTHERAN CHURCH & SCHOOL  
405 S RUSH STREET, ROSELLE, ILLINOIS

Position: Operations Director

Accountable to: Executive Committee of the Trinity Church Council

Purpose: To support Trinity's mission and to serve Trinity by providing overall direction to the affairs of the church, school and Community Care Center, providing leadership to and supervision of staff and volunteers involved in these ministries including all human resource functions. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly. Lead appropriate committees and teams and work with pastoral staff and leaders to carry out the church's business affairs.

**Primary Duties and Responsibilities**

**A. GENERAL**

1. Implement all the strategic direction and initiatives as determined by the Church Council.
2. Establish and implement operational plans that support short and long range goals of the organization.
3. Evaluate the results of overall operations regularly and systematically and report these results to Church Council.
4. Develop a process through which each department will measure their effectiveness and progress and that of every employee and staff member.
5. Negotiate favorable contracts for lease or purchase of equipment.
6. Instill ownership for accomplishing stated goals and objectives by holding individuals and/or teams accountable for results.
7. Ensure that all organizational activities and operations are carried out in compliance with local, state, and federal regulations and laws.
8. Attend Church Council meetings as a resource and for reporting purposes.

**B. FINANCIAL**

1. Ensure that appropriate and accurate accounting and membership records are maintained including:
  - Monthly financial closing & reporting
  - Restricted Funds Accounting
  - Contribution Gifts
  - Individual contribution records
  - Membership statistics
2. Manage budget process resulting in a balanced budget.
3. Monitor & review expenditures of operations to ensure compliance with policies and controls.
4. Establish and maintain relationships with financial institutions.
5. Manage Debt and negotiate favorable terms.
6. Liaise with external auditors & schedule audits in accordance with Policy Based Governance.
7. Make recommendations to Church Council for improving Trinity's overall financial performance and cash flow from operations.

**C. PROPERTY MANAGEMENT**

1. Oversee annual risk assessment analysis with recommendations for insurance coverage related to property, casualty and liability.
2. Supervise maintenance and upkeep of all buildings, grounds and landscaping.
3. Supervise scheduling of outside use of facilities.
4. Coordinate with appropriate committees, contractors and architects, as needed, to facilitate purchase, sale, renovation or relocation of facilities .
5. Determine security needs to safeguard students, staff, and guests within our buildings and property and implement , as needed.

**D HUMAN RESOURCES**

1. Complete performance management for all direct reports.
2. Establish and implement the church's personnel policies and procedures and update as necessary.
3. Recruit, screen and hire candidates for staff positions.
4. Maintain accurate up-to-date personnel and performance management files for all Trinity personnel.
5. Annually audit performance management.
6. Maintain an accurate and timely payroll process.

**E. TECHNOLOGY**

1. Supervise technology planning and integration to provide effective solutions that will support Trinity's mission and infrastructure.
2. Oversee all technology-driven programs and recommend upgrades.

**F. CHRISTIAN DAY SCHOOL**

1. Work with ESM, Church Council and other Leaders to ensure that the school remains a priority mission and that viable growth opportunities ensue.
2. Oversee school principal to ensure school is supporting the mission of Trinity Church & School.
3. Market the school to increase enrollment as directed by school resources and to the Elementary School Ministry's and Church Council's stated goals.
4. Establish processes and procedures to ensure that applicable tuition and fees are collected according to established policies.
5. Ensure procedures are in place so that school students are secure and safe in their environment.

**G. ADULT and CHILD DAY CARE**

1. Market the Adult and Child Day Care to increase participation and maximize profitability.
2. Facilitate transition from Child Day Care to Trinity Christian School.
3. Oversee, guide and support Day Care Management to ensure that quality-based programs are meeting Trinity's mission and standards.
4. Ensure procedures are in place so that Day Care participants are secure and safe in their environment.

Reply to: [ODposition@trinityroselle.com](mailto:ODposition@trinityroselle.com)

## **Operations Director Requirements**

Trinity Evangelical Lutheran Church & School  
405 S Rush Street, Roselle, IL

### **Job Summary:**

The Operations Director is a full time position responsible to the Executive Committee of the Church Council of Trinity Evangelical Lutheran Church, Roselle, Illinois for administering the business affairs of the Church. The Operations Director will provide operational leadership while supporting the mission of the Church and will implement and maintain effective organizational processes including Finance, Human Resources, Christian Day School, Facilities, Adult and Child Day Care Centers and Technology.

### **Qualifications:**

This is an extraordinary opportunity for an individual with extensive fiscal and operational management experience to grow and further develop proven programs. The successful candidate will work collaboratively with a dedicated management team.

### **Requirements:**

- Demonstrated belief in the Christian faith and lifestyle, as taught within the LC-MS, with regular church attendance expected
- Minimum BS/BA degree in Business Management, Masters preferred, with at least 10 years of experience
- Excellent organizational management, detail-oriented, with the ability to coach, manage, and develop high-performance teams
- Track record of effectively leading an organization with a complex array of programs
- Ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals
- Experience managing human resource function
- Assure compliance with federal and state labor laws and security laws maintaining required documentation

### **General:**

- Strong persuasive and passionate communicator, both written and verbally
- Demonstrates integrity, trust, and a willingness to listen
- Displays a positive attitude, is visionary and self-directed

Refer to Trinity's website at [www.trinityroselle.com](http://www.trinityroselle.com) for further information about what we believe.

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