Director of Operations Job Description

Category: In accordance with the Fair Labor Standards Act, this position is an exempt position. It is a full-time salaried position defined at 40 hours/week for a period of one year–renewable).

Employment: Employment for the position is by the Synod of the Covenant Administrative Commission for the Presbytery of Detroit, in accordance with Presbytery policies.

Accountability: The position is accountable to the Synod of the Covenant Administrative Commission until a Transitional Presbytery Leader is hired. In that process of returning original jurisdiction, it will be determined what committee or commission the Co-Presbytery Leaders will be accountable to.

Purpose: The Director of Operations is a project management position that will require an individual who is organized, detail oriented, able to read and interpret financial statements, and who has good communication and follow-up skills. This individual will be responsible for implementing benchmarks established for returning jurisdiction (management of its affairs) to the Presbytery of Detroit, helping to ensure that project participants and employees work together smoothly, and ensuring that timelines are met so that projects are delivered on time. This individual will be responsible for ensuring all expectations are set correctly with volunteers and employees.

Requirements:

- Must be a Ruling or Teaching Elder in the PC(U.S.A.)
- Education: Masters of Divinity, secular equivalent, or project management experience
- Minimum of five years experience working within medium to large organizations
- Experience working with diverse groups of people toward a common purpose
- Familiarity with Presbyterian processes and mid-councils
- Administrative skills in areas such as problem solving, projection management, conflict transformation, implementation of strategic plans, and working with policies

Highlights:

- This is a full-time position (40 hours per week).
- This position requires some flexible hours including evening times. It is expected that the person in this position will adjust their schedule to allow for adequate rest and restoration time.
- At least two days per week in the Presbytery Office (Detroit, Michigan) unless operations go completely remote.
- Minimum salary $75,000 annually, plus full benefits from the Board of Pensions (Covenant Plan, Medical Plan for staff person and family).
- A professional allowance will be included for items such as travel, conferences, training and other resources essential to the job performance.

Skill Set and Qualities:

The Presbytery of Detroit seeks a person who embodies a particular combination of qualities.

- Exemplifies and embodies the love and justice of Jesus Christ

- Emotional intelligence and perception
- Time management skills
- Strong communication skills, including effectively navigating conflict
- Ability to learn how to best utilize tools and technologies, including conversational, relational, and electronic
- Ability to understand big concepts and work with the details to implement those concepts
- Strong networking with other leaders; able to bring fresh ideas into the system
- Open, inclusive, respectful, collegial, honest, humble, and energetic
- Creativity and resourcefulness in areas of people management, technology, and holding space for gathering
- Strong ability to follow-through on commitments and actions

Details of Position Responsibilities:

The Director of Operations serves as primary project manager for progress on milestones necessary for original jurisdiction to be returned to the presbytery, proactively developing workplans and involving presbytery members and staff in their completion. This role includes:

- Overseeing financial administration and outside accounting to bring accounting in house and produce reliable financial statements monthly
- Finalizing budget and finance process
- Overseeing the financial aspects of grants
- Supporting investment oversight
- Attending to the administrative, financial, legal and property matters that are associated with church closures
- Overseeing (short-term) of Howell Nature Center
- Implementing a Presbytery driven nominating structure
- Moving the Presbytery office
- Determining legal counsel for the Presbytery
- Executing plans for presbytery events/ gatherings
- Supporting real property sales and oversight matters
- Working with congregations regarding legal concerns/compliance and incorporation matters

Anyone interested in applying for this position can send a cover letter and Personal Discernment Profile (PDP) or resume to Jim Wilson at jimwilson2404@gmail.com.

The Administrative Commission will begin reviewing applications on October 15, 2026.