

## **Job Title: Director of Operations, Bishop's Office**

### **Job Description:**

We are seeking an experienced Director of Operations to manage the daily operations of the Bishop's Office. This individual will play a crucial role in coordinating various aspects of the office, ensuring it runs smoothly, and aligning it with our mission and values.

### **Reports to:**

A2B for Administration

### **Director of Operations Responsibilities:**

1. Oversee day-to-day operations to support the Bishop's Office.
2. Develop and implement operational policies and procedures to enhance efficiency.
3. Assist in budget preparation and monitor financial activities to ensure the office's financial stability.
4. Liaise with various synod departments, ministries, parishes, and external agencies.
5. Be a part of the team to plan and manage logistics for events and meetings, including coordinating schedules and overseeing the preparation of necessary materials.
6. Ensure compliance with ecclesiastical and civil law, and the policies of the synod.
7. Support the Office of the Bishop in communications.
8. Provide checks and balances with the Finance Department.

### **Qualifications:**

1. Bachelor's degree in Business Administration, Management, or related field.
2. Proven experience in an operations management position, preferably within a church or religious organization.
3. Strong understanding of the Lutheran Church's structures, governance, and practices.
4. Excellent leadership and interpersonal skills.
5. Strong verbal and written communication skills.
6. Ability to maintain confidentiality and handle sensitive information with discretion.
7. Highly organized with strong project management skills.
8. Proficiency in relevant software applications.

The Director of Operations for the Bishop's Office will work closely with the Bishop, rostered leaders, staff, and the community to ensure the office operates smoothly and effectively. We are looking for a candidate who is committed to our mission and ready to make a meaningful impact.

**Interested candidates should email resumes to Pr. Rob Rose: [robr@fbsynod.org](mailto:robr@fbsynod.org)**