



Job Title: Executive Director of Operations (EDO)

Position Type: Full-time

Reports to: Senior Pastor

Job Summary:

The Executive Director of Operations will manage church administration, finances, and facilities to ensure the organization functions effectively and aligns with our mission. This role involves collaborating with pastors, staff and lay ministry leaders, managing budgets, coordinating projects, and overseeing church systems and policies. The Director of Operations is a strategic, detail-oriented leader who will enhance the church's efficiency, stewardship, and impact.

Contact: Kris Kelly, HR Committee, for more information:
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Key Responsibilities:

- **Operational Management and Oversight:**
 - Oversee the church's daily operational functions to ensure efficient and effective ministry support.
 - Ensure maintenance of church records, including contributions. Develop and implement systems, policies, and procedures to improve operational efficiency.
 - Manage vendor relationships, purchasing agreements, outsourcing agreements and other contracts, contractors and subcontractors, on behalf of the church.
- **Financial Management:**
 - Work with the Council Budget Committee, the Church Treasurer, staff, the Financial Management Committee, and church leadership to create and manage the church's annual budget, endowment, and property funds.

- Oversee and implement accounting processes, including accounts payable/receivable, payroll, contributions, and financial reporting.
 - As liaison to the Financial Management Committee and the Treasurer, support ensuring adherence to financial policies, stewardship principles, and compliance with all applicable regulations.
 - Participate in the selection and management of outside financial support and auditors. Serve as primary liaison to the auditors for completion of our annual audit.
 - Assist with preparing regular and ad-hoc financial reports while ensuring compliance with church policies and maintenance of confidential member data.
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- **Facilities and Property Management:**
 - Oversee church property, ensuring facilities are well-maintained, safe, and prepared for regular services and special events.
 - Coordinate and plan for facility routine and long-term maintenance, repairs, and capital improvement projects. Develop, manage, and oversee maintenance staff. Schedule facility use balancing ministry needs with community outreach events.
 - Oversee and ensure proper safety and security of the buildings and grounds, including building access, codes and keys. Interact with fire and public safety officials.
 - Manage all property and liability insurance for WCC, including all activities of WCC, building use, rentals, travel and rummage.
 - Oversee and update as needed, the policy for fees and use of the church facilities.
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- **Human Resources and Staff Support:**
 - Oversee staff, volunteer, and leadership Safe Church Policy compliance. Also includes maintaining records of those certified. Shelli and I are the only staff doing this right now.
 - Manage HR functions, including, onboarding, and developing staff policies and practices.
 - Oversee payroll, benefits administration, and employee records, ensuring compliance with employment laws.
 - Collaborating with the Sr. Pastor, provide support and guidance to church staff, fostering a positive, collaborative work environment.

- **Technology and Communication Systems:**

- Oversee the church's technology infrastructure, including office software and hardware, church management systems, and A/V equipment.

Qualifications:

- **Education:**

- Bachelor's degree in Business Administration, Organizational Leadership, or a related field (Master's degree preferred).

- **Experience:**

- Minimum of 5 years of experience in operations, administration, or a similar leadership role, ideally in a church or nonprofit setting.
- Demonstrated experience with financial management, HR practices, and facilities oversight.

- **Skills and Abilities:**

- Sensitivity and understanding of the operations, calendars, and schedule of a church.
- Strong organizational, strategic planning, time management and project management skills.
- Excellent communication and interpersonal skills, with the ability to work with diverse teams.
- Proficiency in financial software and Microsoft Office,
- A proactive problem-solver with strong attention to detail and ability to manage multiple priorities.

- **Theological Alignment:**

- Strong alignment with the mission, values, and theological beliefs of WCC.

- **Personal Characteristics:**

- High integrity, professionalism, and commitment to confidentiality.
- Collaborative, servant-hearted leader with a heart for ministry and service.
- Adaptable, resilient, and able to navigate complex situations with grace and wisdom.

- **Safe Church:**
 - Complete all the requirements of WCC's Safe Church Policy, including receiving and reading a copy of the Policy, acknowledging receipt of and compliance with the Policy, completing an on-line training and authorizing WCC to do a background check on you before you begin employment. As above, maintaining those records is a responsibility of the EDO.