



## **JOB DESCRIPTION**

### **Director of Operations**

The Director of Operations is responsible for managing all financial, administrative, and facilities related affairs of the Church in order that the Rector and Program Staff may concentrate on preaching, teaching, providing pastoral care, and advancing the mission and ministries of the church.

The Director of Operations serves as a member of the senior leadership team working as a partner in ministry with the Rector, Vestry, and Finance Committee and is responsible for developing policies and procedures to ensure effective and efficient financial management and operations while working with church members and staff to achieve the Church's objectives. The Director of Operations reports to the Rector, receiving policy guidance from the Vestry, the Treasurer and Finance Committee, and the Facilities team.

### **Specific Areas of Oversight**

- Finance – With the support of the Financial Secretary, function as financial manager to ensure all the church's financial matters are tended to appropriately; monitor, analyze, and effectively share budgetary and endowment information
- Administration – With the support of the Operations Manager, provide leadership and oversight to all the church's administrative staff and functions, with direct supervisory responsibility for members of the administrative staff. Function as the Human Resources Manager to ensure all the church's personnel matters are properly addressed and as the Information Technology leader, ensuring the church's technology needs are up and running effectively
- Facilities Management – supervise the Facilities Manager, Housekeeping Team, and liaise with the Junior Warden to ensure the building is always ready for all ministries
- Other related duties as determined by the Rector

### **Essential Responsibilities and Duties**

#### **Finance**

- Perform fiscal oversight and management of contributions, accounts payable, payroll and all other financial transactions
- Development of annual operating budget with support and input from the Finance Committee, church ministries, and the program staff
- Monitor and report on annual operating budget and investment performance
- Evaluate and recommend financial policies and oversee their implementation
- Develop and maintain adequate financial controls
- Provide monthly financial reports for the church Treasurer and vestry in concert with the Director of Stewardship



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- Work with the Endowment Board
- Oversee the annual audit to ensure timely completion and compliance. Work with the Auditors and provide all necessary information for the annual review/audit
- Ensure all year end accounting procedures are all performed in preparation for the upcoming calendar year
- Oversee all of the Church's bank accounts, investment accounts and gifts of stock
- Work closely with the Director of Stewardship in the areas of financial forecasting, stewardship tracking and reporting, and financial objectives

## **Administration**

- Act as Human Resource manager for entire staff
- Manage onboarding process for all new employees
- Maintain accurate and current personnel files ensuring each employee has an employment contract, job description, or letter of agreement
- Supervise administrative staff, including assigning job responsibilities
- Ensure Safe Church training is up to date for staff and volunteers
- Work with Operations Manager to manage general office and reception area procedures and staffing
- Manage all computer and network systems
- Oversee copier, telephone, and other office equipment management contracts
- Ensure that the Church maintains adequate insurance coverage and licenses
- Maintain and update employee handbook as necessary

## **Facilities**

- Supervise Facilities Manager and housekeeping staff
- Attend monthly facilities meetings with Facilities Manager and Junior Warden
- Oversee repairs and preventive maintenance to the building and equipment
- Work with Facilities Manager to negotiate service contracts and agreements
- Work with Junior Warden to approve contracts and agreements
- Oversee security and ensure that the building has adequate security measures in place
- Administer all building and grounds improvements and capital expenditures
- Ensure adequate custodial support to properly maintain the facilities
- Develop and institute proper custodial and maintenance procedures and schedules
- Submit and process invoices to housekeeping management company

## **Supports Rector**

- Meets regularly with Rector and senior team (including the Director of Stewardship and the Director of Communications) to strategize, plan and organize



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## **Qualifications**

The Director of Operations should have a commitment to the church and its unique mission. In addition, the Director of Operations must possess:

- Director level experience in a business or non-profit organization
- Proven leadership experience and management skills
- Innovative thinker that can complete tasks
- Excellent interpersonal and communication skills
- Mature judgment to work with a wide range of constituencies and the ability to make decisions while creating an environment of consensus.
- Financial management skills
- Bachelor's Degree with an emphasis in accounting and 3 to 10 years in Church or non-profit Administration
- Leadership/managerial experience
- Candidate should have a solid working knowledge of Microsoft Office products
- Supervisory experience and prior work in the not-for-profit sector a plus
- ACS accounting software knowledge a plus as well as the Pushpay Church Management System

## **COMPENSATION AND BENEFITS**

Generous benefit package including health and life insurance, pension, vacation, holidays, personal days

## **TO APPLY**

Please send a resume, cover letter, and two references to Donna Ellis at [dellis@doers.org](mailto:dellis@doers.org)