



ST. PAUL'S

EPISCOPAL CHURCH

Director of Church Operations

St. Paul's Episcopal Church
Richmond, VA

At St. Paul's we celebrate diversity and affirm those who are seeking, searching, and exploring their faith. St. Paul's staff, clergy and vestry bring a wide variety of talents and experiences to the table. This diverse group is humbled and proud to be utilizing their spiritual and professional gifts for the glory of God and the operations of the church!

Job Type: Full-time

Pay: \$90k

Employee Workplace: On-site

Benefits: Health insurance, life insurance, pension, vacation, holidays, personal days

Position Summary:

The Director of Church Operations (DCO) is responsible for managing all business, 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 DCO reports to the Rector and serves as a member of the senior leadership team, receiving policy guidance from the Vestry, the Finance Committee, the Personnel Committee, the Stewardship Committee, and the Property Committee.

Qualifications:

The Director of Church Operations should believe in the mission and vision of St. Paul's. In addition, the ideal candidate must possess:

- Director level experience in a business or non-profit organization
- Confident leadership and the ability to create a climate in which employees and volunteers are motivated to do their best and feel that their work is important
- Consistent attention to detail while keeping the larger picture in mind; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem
- Supervisory expertise; establishes clear expectations and direction; sets stretching objectives; provides regular and ongoing feedback on performance; proactively deals with performance issues

- Excellent interpersonal and communication skills; is able to deliver a message clearly, articulately and appropriately, depending upon the circumstances and the audience
- Project management experience; identifies key objectives and scope of a proposed project; secures needed resources and support, develops action plan for achieving objectives, keeps team members briefed on progress, identifies and resolves barriers and problems
- Mature judgment to work with a wide range of constituencies and the ability to make decisions while creating an environment of empowerment, shared input and consensus
- Effective and efficient time-management; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities
- Financial management skills
- Bachelor's Degree and 3 to 10 years of leadership/managerial experience, preferably in Church or Non-profit Administration
- Candidate should have a solid working knowledge of Microsoft Office products and Google Suite

Job Expectations & Responsibilities:

Supports Rector

- Meets regularly with Rector and senior team to strategize, plan and organize
- Helps to build vestry agenda and vestry packet, and maintains communication with vestry
- Attendance tracking and Diocese reporting liaison

Human Resources (30%) - Human Resources/Staff Management, including:

- With support of Personnel Committee, attends to HR needs for entire staff
- Performance review system for employees as assigned
- Assignments and job responsibilities for the administrative and facilities staff
- Personnel performance reviews and assigning goals and objectives
- Maintaining appropriate personnel files
- Direct Supervisor for facilities and maintenance staff
- Continuing education for all staff
- Diocese training for staff and volunteers oversight
- Safe Church training and other related training
- General office and reception area procedures and staffing

Property and Information Technology (30%) - Managing all property, working collaboratively with facilities personnel and appropriate committees to:

- Ensure adequate custodial support to properly maintain the facilities
- Develop and institute proper custodial and maintenance procedures and schedules
- Oversee repairs and preventive maintenance to the building and equipment
- Negotiate and approve service 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
- Administrative and Facilities Budget development, oversight, and management
- Capital Asset tracking and replacement plan oversight
- Computer and network systems
- Copier, telephone, and other office equipment management contracts oversight
- Telephones and office equipment
- E-mail, URL, and internet connections and procedures
- Safe Church training and other related training
- Ensuring that the Church maintains adequate insurance coverage
- Inclement weather leader
- Providing contract administration including oversight of the bid process, approvals, contract performance and compliance

Supporting and Partnering with the Director of Finance (30%) in matters related to fiscal oversight and management of:

- Contributions, accounts payable, payroll and all other financial transactions
- Purchasing
- Check signing and approval of expenses
- Church database input
- Salary administration
- Monthly payroll and pension reporting
- Benefit administration for all church employees
- Preparation of the annual operating budget, with support and input from the Finance Committee and the program staff
- Overseeing the annual audit to ensure timely completion and compliance
- Monitor and report on the annual operating budget and investment performance
- Evaluate and recommend financial policies and oversee their implementation
- Develop and maintain adequate financial controls
- Provide monthly financial report for the church Treasurer and vestry
- Development of annual operating budget
- Vestry liaison, assist in agenda development and record keeping
- Provide staff presence on the Finance, Personnel, Property, Grounds, Legacy, and Stewardship Committees
- Work to ensure separation of duties according to GAAP and the Episcopal Handbook of Business Practices

Stewardship, Planned Giving and Development (10%)

- Support the implementation of the annual giving campaign
- Provide necessary information to support the campaign and track results
- Support the Church's planned giving program
- Ensure that the membership database is accurate and current
- Annual Meeting planning and execution
- Vestry meeting planning, participation and execution

All are invited to apply, particularly those from underrepresented communities. Please send cover letter and resume to: personnel@stpaulsrva.org