

Job Title: Director of Operations
Reports to: Executive Director of Systems
Classification: Exempt
Status: Full-Time Employee

SUMMARY

The Director of Operations oversees the operations activities of the Safety, Medical, Parking, and Facilities teams, ensuring that the church property and environment are adequate and safe.

RESPONSIBILITIES

Coaching

- Organizes, oversees, coaches, and develops the teams supporting our facilities and infrastructure, including overseeing coverage and schedules
- Develops and implements processes and procedures to support ministry delivery and team development

Operations

- Oversees and ensures appropriate insurance coverages, i.e., worker's compensation, property/casualty/liability, and auto
- Works with benefit brokers to provide cost-effective plan design and features that reflects church growth
- Reviews and approves contracts for relevant ministry, event, and business purposes
- Evaluates and prioritizes capital spending on building and infrastructure
- Oversees expense budget for operating expenses

Volunteers

- Oversees, leads, and coordinates volunteers for the Safety, Medical, Parking, and Facilities teams

Expansion & Project Management

- Oversees the campus development and projects
- Serves as contact person for relevant projects requiring outside vendors and contractors

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- Bachelor's degree required
- Ten years operations experience
- Excellent coaching and group facilitation skills
- Excellent leadership, organizational, interpersonal communication skills

- Attention to detail
- Knowledge of contract principles and procedures
- Knowledge of computer systems and proficient in the use of Microsoft Word, Excel, Outlook, and aptitude to learn other software applications

TIME COMMITMENT

40 hours per week, Sunday through Thursday

SUPERVISORY RESPONSIBILITY

The direct reports are Campus Systems Coordinator, Custodians, and Housekeepers.

PHYSICAL DEMANDS

The physical demands of this job require standing, walking, bending, lifting, and use of hands and arms.

WORK ENVIRONMENT

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers/printers.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee’s understanding of the essential functions, requirements, and duties of the position.

Employee_____ Date_____