



<b>Job Title:</b> Director of Operations	<b>Reports to:</b> Executive Pastor
<b>Department:</b> Operations	<b>Job Grade:</b> Full Time

## GENERAL DESCRIPTION

The Director of Operations' primary responsibility is to bring action to Riverside's mission statement by providing directional and strategic leadership for property, legal, HR, technology, financial and business affairs.

## KNOWLEDGE, SKILLS, & ABILITIES

- Demonstrates strong relational skills including but not limited to:
  - Shared Leadership
  - Doing ministry as a team
  - Approachable, warm, and friendly
  - Showing sensitivity, compassion, love, kindness, and grace
- Demonstrates effective oral and written communication skills, computer proficiency and organizational ability
- Demonstrates a teachable spirit, a self-starter mentality, and the ability to think creatively and solve problems
- Proven skills and competencies in leadership, communication, accountability, adaptability, managing performance, budget management
- Awareness and understanding of current and emerging church trends, environments, and challenges
- Expert level of knowledge of financial forecasting, accounting principles, and financial data analysis
- Strong proven business acumen in Finance, Accounting, Database, Technology, and Facility Management.

## DUTIES: OPERATIONS TEAM

- Provide strategic leadership to Operations Teams including: Finance, HR, Technology, Security and Facility Management. Lead, monitor and deliver the key areas of focus to ensure staff stays on mission.
- Ensure overall church compliance with regulatory agencies for areas of responsibility.
- Oversee and support staff in area of responsibility to understand and fulfill vision in their area of ministry.
- Oversee and manage relationship with outsourced IT support. Direct and/or negotiate equipment replacements, software and hardware solutions, etc.
- Champion service minded mindset and collaboration of Operations Teams with other ministry teams and departments to achieve and execute objectives that are aligned with Bent Tree vision.
- Set specific, measurable goals with area of responsibility and manage the feedback loop to ensure that goals are being achieved
- Identify, build, equip, and lead lay leadership teams as applicable
- Available and responsible for additional projects as required.

## **DUTIES: CHURCH FINANCE & ADMINISTRATION**

- Signing authority on all financial commitments and contracts.
- Provide organizational leadership to efficiently run the operational side of the Church while maintaining the DNA of Riverside Church.
- Oversee all fiscal activity including budgeting, reporting, auditing, compliance, risk management, and policies.
- Accurately oversee and/or perform finance and accounting transactions including accounts payable, accounts receivable, cash handling, general ledger, budget, forecasting, etc. as required.
- Oversee budget development, adherence, and cash flow which included budget and compensation issues.
- Ensure that appropriate and accurate contribution and membership records are maintained; as well as facilitate processes mandated by regulatory authorities.
- Ensure appropriate and adequate insurance coverages for workers' compensation, property and casualty, and liability.
- Lead, manage, and administer annual budget planning process. Equip ministries and staff in budget related tasks.
- Manage donor relationships and respond to inquiries as appropriate.
- Signing authority on all financial commitments and contracts.
- Ensure that appropriate and accurate accounting and membership records are maintained including investment and tax reporting.

## **SPIRITUAL GIFTS:**

- Administration
- Leadership
- Wisdom

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.**

