

JOB DESCRIPTION – DIRECTOR OF OPERATIONS
VIENNA PRESBYTERIAN CHURCH

ADMINISTRATIVE

UPDATED: December, 2021

POSITION TITLE: Director of Operations

CLASSIFICATION: Full-time, Exempt, Salary

REPORTS TO: Lead Pastor

DIRECT REPORTS: Operations Team – includes Human Resources/Finance Assistant, Finance Manager, Communications Manager, Communications Manager for Visual Arts and Social Media, Generosity Manager, and Systems Manager.

COMMITTEE, BOARD AND OTHER RELATED MEMBERSHIPS: Session, Executive Committee, Coordinating Team Planning, Financial Management Team, Asset Oversight Team, Staff Committee, Safety, Security, and Child Protection Committee, and Audit Committee.

SUMMARY OF THE POSITION

The Director of Operations is responsible for providing leadership and guidance to ensure that the day-to-day activities of the church are operating effectively and efficiently.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Overall:

- Serve as the senior administrative leader of the church. Interact as needed with the Lead Pastor in the day-to-day management of programs and personnel.
- Provide direct oversight and supervision for matters related to church finance, administration, facility management, IT, human resource management and staff organization, security and risk management.
- Oversee and direct administrative, financial, facility and staffing resources to execute the mission of the church and to support church wide goals and objectives.

Finance:

- Oversee and direct all financial operations to ensure accuracy, reliability, safeguarding of assets, and sound internal controls. Work with the Finance Manager to ensure the completion of all financial reports including month end statements, budgets, forecasts, cash flow analyses, and annual reports. Ensure that sound fiscal stewardship and fiscal policies are exercised. Interact with any outside legal and accounting firms when required.
- Oversee the annual budget process and present it to the Lead Pastor, Financial Management Team, and Session for approval.
- Oversee and execute church financial policies and recommend changes when needed.
- Oversee and provide support to the Generosity Team and staff as needed in Unified Ministry/Mission funds and any special projects or capital campaigns.
- Provide primary staff coordination with the Audit Committee.

Human Resources:

- Supervise the Human Resources/Financial Assistant. Work collaboratively with the Staff Committee on all matters regarding human resources.
- Participate on the Staff Committee as an ex-officio member.

Security and Risk Management:

- Oversee and direct all compliance issues for the church. This includes but is not limited to all legal, financial, liability, physical security, cybersecurity, and property matters. Ensure that comprehensive insurance policies are in place.
- Coordinate with appropriate committees (e.g., Asset Oversight Team, Financial Management Team, Audit Committee, Reopening Task Force, Safety, Security, and Child Protection Committee,) to implement and direct church-wide risk management. This includes but is not limited to physical security, child safety, physical safety, and compliance with the Child Protection Policy.
- Develop and maintain excellent working relationships with local community entities and be VPC's main point of contact with them. Work with outside counsel, professional firms, and other entities as needed.

Facilities:

- Provide direction, guidance and oversight to the Systems Manager and Facilities staff in maintaining all aspects of VPC property, parking, facilities and equipment; including budgeting, expenditures, contracts, vehicles, security, operations, periodic inspection, routine maintenance and preventive maintenance.
- Enforce church facility policies and recommend changes when needed.
- Oversee VPC building signage. Coordinate changes with Asset Oversight Team and Vienna Presbyterian Church ministries.

Office Administration:

- Oversee and provide direction, guidance and oversight to the Operations Team regarding day-to-day operations of the church.

Communications:

- Oversee and direct administrative oversight of the Communications Team.

Additional Duties:

- Attend all meetings of the Session.
- Manage assignments, tasks and projects given to direct reports. Provide regular performance feedback via face-to-face meetings, in addition to creating written performance evaluations as outlined in the Vienna Presbyterian Church Employee Manual. Ensure direct reports provide their staff with feedback in a like manner.
- When necessary, create and implement performance improvement plans for direct reports. Review and approve performance improvement plans created by direct reports for their staff.
- Other duties as assigned.

QUALIFICATIONS

- Affirm the values, vision, and mission of VPC and is willing to be guided by them.
- A Christian currently walking with Jesus in their faith journey.
- Working hours are determined by the needs of VPC and include normal office hours in addition to some evening and weekends. There is a preference that this person would be present during Sunday morning.
- Ten or more years of experience, with at least five years managing the finance and administration of a similar-sized organization or business unit. Experience in a church or not-for-profit environment is a plus, with a strong preference for someone who has operated in a fast changing environment with limited budgets and resources.
- Must have demonstrated expertise in financial management and accounting as well as experience with audit, compliance, and budget development.
- Experience creating transparent financial management and reporting systems that provide a basis for decision-making while protecting the confidentiality of the data.
- Experience in overseeing multiple administrative and/or support functions within an organization including leadership of multiple staffs.

- As a staff member with financial oversight and spending authority, the Director of Operations must have a work history that is beyond reproach and must create programs, policies and reports that support an overall transparent financial management system.
- Demonstrated ability to focus on goals, strategies and tactics to improve financial management and reporting.
- Proficient with technology.
- Experience in effectively communicating key data and concepts to leadership and staff as well as outside organizations.
- Demonstrated resourcefulness and good judgment.
- Demonstrates a hands-on approach; and willing to lead by example.
- Ability to multi-task while maintaining vigilant attention to details.
- Predisposition to mentor and subsequently increase responsibilities of team members.
- Ability to lead others and to work collaboratively, creatively and collegially.
- Strong organizational skills and attention to detail.
- Excellent interpersonal, verbal, and written communication skills.
- Proven expertise in working with complex financial management applications; experience in multiple workplace technologies including computer skills, email, ACS, Excel, Power Point, and Constant Contact.
- A Bachelor's degree or equivalent experience is necessary for this position; an advanced degree and/or MBA is desirable.

WORKING CONDITIONS

The working conditions of the Director of Operations are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.