

JOB DESCRIPTION – MANAGING DIRECTOR
VIENNA PRESBYTERIAN CHURCH

SUMMARY OF THE POSITION

The Managing Director is responsible for providing leadership and guidance to ensure that the day-to-day activities of the church are operating effectively and efficiently. The Managing Director works hand-in-hand with church leadership to execute the mission of VPC and its church-wide goals and objectives. This position is critical to VPC's operational success, as the Managing Director oversees many critical functions and participates in all leadership meetings.

POSITION TITLE: Managing Director

CLASSIFICATION: Full-time, Exempt, Salary

REPORTS TO: Lead Pastor

DIRECT REPORTS: Operations Team – includes Operations and Human Resource Manager, Finance Manager, Generosity Manager and Facilities Manager. Administrative Team –includes Assistant to Session, Congregational Care and Fellowship Assistant, Outreach-Children and Youth Ministries Assistant, Outreach-Missions Assistant, and Worship and Adult Discipleship Assistant.

COMMITTEE, BOARD AND OTHER RELATED MEMBERSHIPS: Session, Executive Committee, Financial Management Team, Asset Oversight Team, Staff Committee, and Audit Committee.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Overall

- Serve as the senior administrative leader of the church. Work with the Lead Pastor in the day-to-day management of programs and personnel.
- Oversee administrative, financial, facility and staffing resources further outlined below.
- Consult with outside legal, accounting and other professional firms as required.
- Enforce all church employee handbook, Church Protection, financial, and facility policies, and recommend changes when needed.
- Attend all meetings of the Session

Finance

- Oversee 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.

- Oversee the annual budget process and present it for approval.
- Participate on the Financial Management Team as an ex-officio member.
- Oversee and provide support to the Generosity Team and staff as needed.
- Provide primary staff coordination with the Audit Committee.

Human Resources

- Provide direction, guidance and strategic oversight of human resources, ensuring alignment with organizational goals and compliance with all applicable labor laws.
- 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, security and risk management 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 to implement and direct church-wide risk management.
- Develop and maintain excellent working relationships with local community entities.

Facilities

- Provide direction, guidance and oversight to the Operations and Human Resource Manager, Facilities Manager and all other Facilities staff in maintaining all aspects of VPC facilities.
- Oversee all building renovations, improvements, and major facility projects, ensuring they are completed on time, within budget, and in alignment with organizational goals and safety standards.
- Participate on the Asset Oversight Committee as an ex-officio member.

Office Administration

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

QUALIFICATIONS

Tactical

- 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 rapidly changing environment with limited budgets and resources.
- Demonstrated expertise with financial management, accounting, audit, compliance, and budget development, including knowledge of relevant applications such as ACS, Excel, PowerPoint, and Constant Contact.
- Experience in overseeing multiple administrative and/or support functions within an organization including leadership of multiple staff.

- Working hours are determined by the needs of VPC and include normal office hours in addition to some evenings and weekends. There is a preference that this person would be present during Sunday morning. A Bachelor's degree or equivalent experience is necessary for this position; an MBA, JD or other advanced degree is desirable.

Interpersonal

- A Christian currently walking with Jesus in their faith journey.
- Affirm the values, vision, and mission of VPC and is willing to be guided by them.
- As a staff member with financial oversight and spending authority, the Managing Director must have a background that is beyond reproach.
- Excellent interpersonal, verbal, and written communication skills. Strong organizational skills with an ability to multi-task while maintaining attention to detail.
- Demonstrates a hands-on approach; and willing to lead by example.
- Predisposition to mentor and subsequently increase responsibilities of team members.
- Ability to lead others and to work collaboratively, creatively and collegially.

WORKING CONDITIONS

The working conditions of the Managing Director 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.