

# **Full Job Description**

## **Director of Church Operations and Administration**

Lewinsville Presbyterian Church, located in McLean, Virginia, seeks candidates for a Director of Church Operations and Administration. This person will be responsible for daily business operations, participate in driving the strategic direction of the church, and is a key member of the leadership team. We are excited to find a team member who will bring experience, leadership, structure, sense of humor and dedication to the behind the scenes work that helps our ministries thrive.

### **Essential Functions**

#### **Financial**

- Develop and manage overall church budget and financial reporting in close coordination with the Treasurer and Finance Committee.
- Assist in the development of the administration and facilities budget in coordination with relevant committees.
- Oversee and manage accounting, payroll and purchasing activities.
- Prepare monthly and annual financial reports.
- Monitor activity in investment accounts.

#### **Facilities Maintenance**

- Oversee building and property repairs, maintenance, and replacements in collaboration with staff, the Facilities Committee and Session as necessary.
- Implement risk management and building safety and security programs.
- Manage a grounds maintenance program including the cemetery.
- Negotiate and maintain contracts with vendors and oversee contractors' performance.
- Support the internal and external IT networks, hardware, software, connectivity, use, and security.
- Handle the agreement and relationship with tenants (including the Brookfield Montessori School) and other users of the property.
- Oversee cemetery activity, including policies, procedures, and other necessary activities, in coordination with Cemetery Committee.

## **Administration**

- Maintain employee records, manage pay and benefit programs, comply with church Human Resource policies and procedure, and advise the Pastor on HR issues.
- Provide staff support for Administrative Ministry Group and attend Session and committee meetings as needed.
- Communicate regularly with Ministry Groups, committees, committee chairs, key volunteers, and church staff to ensure efficient operation and administration of church program; provide timely reports as requested.
- Be on call during nonbusiness hours to respond to emergencies (arrange backup for any times not available).

## **Operational Support:**

- Provide strategic planning support for church operations and problem-solve by providing timely and relevant information, input and recommendations to the Pastor.
- Review and suggest improvements to processes and procedures to support the mission of the church.
- Ensure the church's processes remain legally compliant.
- Perform other duties as directed by the Pastor.

## **Relationships:**

- Reports directly to the Pastor.
- Supervises the Facilities Manager.
- Serves as Staff point-of-contact for the Finance and Facilities Committees.
- Collaborates with related national, regional, and local groups.
- Participates in Presbytery committees and working groups as required.

## **Position Qualifications**

- *Financial and Business Managements Skills:* Capable of developing and managing budgets, ensuring proper accounting, record keeping, reporting, database management, contracts, etc. are completed timely and with appropriate attention to detail.

- *Team Building Skills:* Engages staff and volunteers in discussions about ideas, plans and goals. Works collaboratively with volunteer leadership to facilitate the sharing of gifts and talents towards a common purpose. Deals with conflict in an open and constructive manner. Facilitates good communication among team members.
- *Communication Skills:* **Clearly communicate information** related to planning, programs and schedules in a timely and thorough manner. **Shows** sensitivity to all communication.
- *Team Player:* Demonstrates ability to see church administration and business operations management within the broader Ministry of Lewinsville Church. Values other ministries of the congregation. Demonstrates the ability to work collaboratively and collegial in all aspects of ministry.
- *Confidentiality:* Demonstrates ability to discern when information is confidential and to keep that information confidential.
- *Mission and Vision Ownership:* **Possesses** an understanding of, and full support for, the mission and vision of Lewinsville Presbyterian Church.
- *Computer Skills:* Familiar with financial reporting and database software.
- *Desirable Skills:* Experience in non-profit management, fundraising helpful.
- Bachelor's degree or equivalent experience; experience in facilities management required.

**Range: \$80,000 - \$90,000, Annualized**

### **Benefits**

We offer a comprehensive and competitive benefits package with this position, including health insurance; automatic enrollment in a 503(b) plan with employer contribution; paid holiday, sick and vacation leave.