

## **Director of Finance and Operations**

### **Chevy Chase Presbyterian Church – Washington, DC Full-Time, Exempt | Salary**

Chevy Chase Presbyterian Church (CCPC) seeks to be a congregation where God is the center of our lives. We celebrate children and youth and seek to equip them with faith to meet life's challenges, and we work for justice in local and global communities. With a vibrant and growing congregation of approximately 500 members, our ministries include a weekday nursery school serving approximately 115 preschool-age children and a weekday after-school program serving approximately 78 elementary school-age children.

We are seeking a **Director of Finance and Operations (DFO)** to serve as a key member of our executive leadership team. This role provides strategic, financial, administrative, and operational leadership to ensure the church's long-term health and mission impact. The DFO enables the Senior Pastor and ministry staff to focus on spiritual leadership and program development by ensuring excellence in financial management, HR, facilities, and organizational operations.

### **Key Responsibilities**

#### **Strategic & Organizational Leadership (20%)**

- Work closely with the Senior Pastor/Head of Staff and the Session, through the Personnel Committee, to establish a staffing structure that is appropriate to the needs of the congregation and the mission and resources of the church.
- Provide strategic advice to the Senior Pastor/Head of Staff and the Session regarding the ongoing operational support needed to further the church's vision.
- Identify and pursue opportunities to secure additional income from existing and additional sources, such as increased income from use of the church building and increased giving from sources inside and outside the church.
- Identify and pursue opportunities to maximize operational efficiencies and reduce expenses.
- Provide clear financial and operational analysis to inform key decisions.
- Represent the church to external partners, funders, and stakeholders as needed.
- Foster a culture of accountability, transparency, and collaboration across departments.

#### **Financial Leadership (40%)**

- Oversee financial operations, including accounting, payroll, and financial reporting, in collaboration with the Administration and Finance Committee.

- Develop and oversee financial strategy, budgeting, forecasting, and reporting, in collaboration with the Administration and Finance Committee.
- Oversee capital improvements as needed.
- Prepare monthly, quarterly, and annual financial statements for leadership, including Session members and committees.
- Implement and maintain a financial staffing structure that ensures stability and continuity in the management of the church's finances and ability to respond to giving-related communications from members of the congregation.
- Ensure compliance with all financial regulations, standards, policies, and best practices.
- Oversee financial analysis for annual stewardship campaign.
- Lead the annual audit process and liaise with external auditors.
- Oversee cash flow, investments, and reserve strategies in coordination with the Investment Committee.
- Manage financial systems and recommend improvements, including transitioning from multiple platforms to a unified financial system.
- Oversee the church's risk management and insurance program.

#### **Operational Leadership (40%)**

- Oversee HR functions and compliance, including hiring, onboarding, payroll, benefits administration, and performance evaluations.
- Ensure implementation of HR policies and procedures to maintain a positive and professional work environment.
- Oversee the facilities and custodial staff in maintenance, security, usage, and scheduling of church facilities, ensuring compliance with safety, health, and building regulations.
- Oversee staff responsible for all other day-to-day administrative, non-ministry functions of the church, including communications, and IT.
- Support the Weekday Nursery School and After School Programs in ensuring and facilitating compliance with applicable laws and regulations.
- Oversee vendor contracts and agreements.
- Provide regular updates to the Personnel Committee.
- Ensure adherence to all legal, regulatory, and insurance requirements.
- Lead efforts to improve internal systems, tools, policies, and workflows to support a growing team.

#### **Qualifications**

- Bachelor's or Master's degree in Accounting, Finance, Business Administration, or a related field; CPA or MBA preferred.
- Familiarity with working in a church environment strongly preferred; must be willing to attend services periodically and interface with congregants.
- Minimum of 7–10 years of progressively responsible experience in finance and operations, preferably in a nonprofit or mission-driven organization.
- Strong knowledge of nonprofit accounting, fund accounting, and audit best practices.
- Proven leadership and mission-driven team and staff / project management skills.
- Excellent communication, analytical, and strategic thinking skills.
- Proficiency with accounting and financial management software (e.g., Excel and QuickBooks) and with use of AI to make optimal use of these tools.
- Willingness to attend some evening meetings, usually on Zoom.

### **Compensation & Benefits**

- **Salary:** \$100,000–\$120,000, commensurate with experience.
- **Paid Time Off**
- **Health Insurance:** Medical and prescription coverage for employees and dependents, with employer contribution
- **Dental Insurance:** Optional employee paid coverage.
- **Disability & Life Insurance:** Standard coverage included; supplemental options available.
- **Retirement:** Access to a 403(b) plan (employee funded).

### **Work Environment**

This position is based on-site in the church offices in Washington, DC, with regular interaction across ministries, staff, and congregational leadership.

### **To Apply**

Please email a **cover letter and resume** to: [Linda@ChevyChasePC.org](mailto:Linda@ChevyChasePC.org)

Applications will be reviewed on a rolling basis until the position is filled.

### **Equal Employment Opportunity**

*Chevy Chase Presbyterian Church (CCPC) is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practice laws. CCPC strictly*

*prohibits and does not tolerate discrimination against employees, applicants or any other covered persons. All CCPC employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.*