



JOB DESCRIPTION

Title:	Executive Director of Operations
Department:	Operations
Reports To:	Lead Pastor
Pay Status:	Salaried/Exempt

General Summary and Objective: Responsible for the oversight of all church operations, including finance, facilities, HR, IT and communications.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with Executive Leadership Team to clarify and advance vision, goals, and strategy.
- Operations Role: Oversee 6 primary areas of church function: 1) Finances, 2) Facilities, 3) Human Resources, 4) Information Technology, 5) Communications and, 6) Office Management
- Provide top-level leadership and facilitate team-building in the above areas.
- Recruit, equip and empower volunteers and leaders to further the operational aspects of the ministry and mission.
- Prepare the annual church budget with Finance Director, Church staff, and Finance Leadership Team. Monitor all church financial statements (Balance Sheet, Income Statements, Cash Flow) on monthly basis.
- Oversee the maintenance, custodial, property care, security, and building usage scheduling for all Crossroads facilities, with Facilities Director.
- Oversee human resources with the Human Resources Lead and HR Leadership Team; personnel functions (salaries, benefit packages, hiring/exiting procedures, performance appraisals, professional development process, job descriptions, and updating personnel manual).
- Oversee IT department with IT Lead, ensuring that church personnel are equipped with necessary computer and technology tools needed for their ministries, the Church Management System is maintained and all communication systems are supported.
- Oversee communications with the Communications Lead, ensuring that all communication and content are executed with creativity, excellence and committed to the brand.
- Ensure that church office runs smoothly and efficiently, including office equipment and communication systems. Provide on-going training for church staff to ensure best practices.

Additional Responsibilities:

- Serve on the following Leadership Teams: 1) Executive Team, 2) Finance Team, 3) Facilities Team.
- With leadership team, help lead monthly staff chapels

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Bachelor's degree
- Ability to work in harmony with other staff members
- Strong team building skills and leadership capacity
- Must be capable of clear and concise communication for reporting
- Knowledge of finance and appropriate computer skills and procedures
- Must be very organized and the ability to multi-task
- Flexible, adaptable, coachable, and teachable
- Demonstrated capacity to lead and administrate
- Exceptional model of personal integrity
- Minimum two years of experience in Operations preferred

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This position is full time with normal office hours of Monday to Friday 8 am - 5 pm with flexibility available. Additional hours outside of this schedule may be needed in order to fulfill this position.

Travel

This position may require travel for training and conferences. The church will provide a vehicle as needed.

Revised: September 20, 2021

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.