

Director of Operations
Rumple Memorial Presbyterian Church

Purpose: Oversee planning, implementation, and maintenance of effective organizational and financial processes to enable the work of ministry, oversee the management and operations of all the physical facilities of a middle size, active church.

Essential Functions and Responsibilities:

- Financial/accounting management including oversight of record keeping, accounting procedures, financial database software, bank and brokerage accounts, and payroll/benefits.
- Personnel management including all onboarding of new staff, adherence to personnel policies, and maintenance of background-check records for volunteers.
- Liaison with properties, finance, endowment, scholarship, and stewardship committees
- Supervision of office and facilities staff, outside contractors, including contracted accounting firm.
- Provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security, and housekeeping, ensuring the facilities are fully operational, safe, clean and neat, and prepared for services and ministry activities.
- Act as church representative with outside contractors and inspectors coming onto the property or into the building.
- Serve as primary contact for facility related emergencies, which may require evening and weekend work
- Oversee and provide event coordination. Ensure proper scheduling of set up and take down for meetings, special events, worship, weddings, memorial services.
- Develop and manage volunteer facilities team. Schedule and coordinate efforts of the team, as needed.

Core Competencies:

- Attention to detail
- Priority setting and time management
- Spiritual and emotional maturity
- Team orientation
- Interpersonal skills
- Demonstrated leadership ability

Qualifications:

- Preferred education – Bachelor's Degree
- Desired experience – 5 years in Business Administration or Facilities Management

Accountability: The Director of Operations is directed by and accountable to the Pastor/ Head of Staff.

Position: This is a full-time position. Salary and benefits commensurate with education and experience.

Interested applicants: send a resume and letter of interest to: rmpcdosearch@gmail.com