
Senior Director, Operations Job Description

Position Title: Senior Director, Operations

Reports To: Senior Executive Pastor

Hours: Full time/Exempt

Position Summary:

Grace Fellowship Church (GFC), a growing non-denomination church, in Timonium MD, is looking for a Senior Director of Operations (SDO) who has demonstrated experience managing multiple business/ministry lines and in general has a strong business and finance acumen. The Senior Director is a member of the management team and will play a critical role in the strategic leadership of the church. The Senior Director will oversee, direct, and provide oversight of the following ministry areas: human resources, finance, facility management, safety and security and guest services; current and future location planning and operations. The SDO fully embraces the vision, mission, and theology of Grace Fellowship Church and will work closely with the leadership team to implement its vision and values.

Primary Position Responsibilities:

- Human Resources and Leadership Development – Develops, implements, and manages various strategic initiatives of each of the ministry areas under the SDO's leadership. Promotes a culture of excellent performance and continuous improvement that values learning and a commitment to quality.
- Finance – Develops and manages a consistent, simple, scalable financial system that includes budget development and management and purchasing policies.
- Facilities Management – Oversees the operations team; develops and executes expansion strategies for existing and future locations.
- Security – Provides vision and management of our safety and security volunteers. Implements and oversees all safety and security functions and procedures, anticipates and identifies risks and threats, and responds accordingly.
- Guest Services – Develops and implements a culture of hospitality and welcoming environments. Provides oversight of the team responsible for the recruitment and leadership of volunteers.

Minimum Qualifications/Expectations:

Knowledge, Skills, and Abilities

- Vibrant follower of Jesus with strong character
- Live the staff values of GFC: *Lead from the Presence; Sharpen the Edges; Deliver the Wow; Expand Your Territory; Be Resourceful; and Remember the Goose*
- Commitment and support of Grace Fellowship's purpose, vision, and mission
- Desire and ability to encourage greater unity and interaction amongst people from multi-cultural, ethnic, and economic backgrounds
- Must be an active and engaged member of GFC
- Passionate about making more and better disciples in a church environment
- Thorough knowledge and/or understanding of accounting, forecasting, budget development, human resources management, payroll, and benefits
- Experience designing systems and strategies
- Knowledge of trends in the delivery of training including the use of technology and best practices related to the development and delivery of training
- Proven leader with effective communication skills

Education/Experience

- Bachelor's degree from an accredited college or university
- Prior experience (minimum five years) successfully overseeing operations, project management, human resources and/or finance
- Previous facilities and security management is preferred
- Experience in a Church or not-for-profit organization would be beneficial

Working Hours and Conditions:

Business Hours/Exceptions

This position is full time.

There are currently two "all hands" events per year, Christmas and Easter, where extra hours are required.

Working Environment

Most work is done on site although some work may be done remotely.

Travel Requirements and Expectations

Occasional offsite staff meetings and periodic travel for training and enrichment may be required.

Salary

Commensurate with experience and capability. To be discussed in hiring process.