

Westminster Presbyterian Church

Charlotte, North Carolina

Job Description: Director of Operations

Reports to: Senior Pastor / Chief of Staff

Position Overview: The Director of Operations is responsible for overseeing the daily operations of the church, ensuring efficient management of human resources, financial administration, facilities, and information technology. This role requires strong leadership, organizational, and communication skills to support the church's mission and goals.

Key Responsibilities:

1. Financial Administration:

- Oversee the church's finances and budget in coordination with the Pastors, Finance Team, Treasurer and Session.
- Revise and maintain financial procedures as outlined in the WPC Financial Policy Manual.
- Oversee routine accounting activities performed by the accounting services provider.
- Prepare, administer, and review the annual budget process in collaboration with the Executive Team, Finance Team, and Treasurer. Assist in presenting the budget for approval.
- Oversee cash management.
- Provide pertinent financial information, including monthly financial statements, budget forecasting and projections, financial trends, and fiscal problem areas.
- Supply relevant information concerning church operations, fiscal budgets, and financial trends as requested by staff and ministry teams.
- Ensure tax, regulatory and non-for-profit compliance.

2. Human Resources:

- Supervise operations staff.
- Draft, revise, and enforce human resource policies as documented in the church's Employee Handbook.
- Manage the church's insurance and benefits program for staff.
- Administer the hiring process, performance evaluations, disciplinary actions, and termination processes for office and contract staff in coordination with the Administrative Team.

3. Facilities Management:

- Review facilities use requests and ensure appropriate disposition.
- Oversee facilities use scheduling.
- Coordinate event space setups and resets.

- Oversee storage of supplies and equipment.
- Administer capital projects and facilities maintenance in coordination with the Buildings and Grounds Team.
- Manage grounds and safety systems, including fire safety systems.

4. Information Technology Management:

- Oversee network administration.
- Manage hardware and software administration.
- Manage Planning Center (or similar) for church administration.
- Conduct background checks in coordination with designated staff.

5. Additional Responsibilities:

- Other activities that may arise for Church operations.
- Perform financial administrative tasks as needed.
- Manage supplies for the church.
- Handle memorial cards.
- Keep personnel files updated.

Qualifications:

- Proven experience in operations management, preferably within a church or non-profit organization.
- Strong knowledge of human resources, financial administration, facilities management, and information technology.
- Excellent leadership, organizational, and communication skills.
- Ability to work collaboratively with various teams and Teams.
- Commitment to the church's mission and values.

This role is vital in ensuring the smooth and efficient operation of the church, supporting its mission and serving the community effectively.

To learn more about our church you can visit our website at www.westminstercharlotte.org .

If you are interested in applying for the position please send your cover letter and resume to apply@wpc-clt.org.