

# **Director of Operations**

## **Point Loma Community Presbyterian Church**

### **Our Vision**

*Loving Everyone to LIFE with Everything we Have*

### **Our Mission**

*At Point Loma Community Presbyterian Church (PLCPC) through authentic community, we seek to Experience Jesus, Journey into Deeper Faith, Strengthen the Church, and Transform our World.*

### **JOB DESCRIPTION**

The Director of Operations oversees the overall functioning and business operations of the church and Preschool in collaboration with the Senior Pastor and Finance, Personnel, and Facilities Ministry Teams. This position serves as the Lead Staff for Mission Support, providing strategic leadership for long-term budget management as well as daily church operations.

#### **Finance**

- Provides strategic vision, in collaboration with other church leadership, for multi-year financial plans and projections
- Collaborates with Senior Pastor, Church Treasurer and Finance Ministry Team, to develop an operating budget for each calendar year
- Manages annual stewardship process and different giving platforms/options
- Provides monthly financial reports to staff and Session, annual congregational reports (including Pastor's Terms of Call), and meets with Finance Ministry Team regularly
- Oversees expenditures and purchase approvals
- Facilitates yearly independent audit of all financial records
- Determines and maintains current insurance policies
- Applies for grants when appropriate

#### **Personnel**

- Responsible for the human resource operations of the church including new hire orientation, personnel file management, annual review coordination, benefits enrollment, ensuring legal compliance with employment standards (including background checks), handbook updates, and volunteer/staff training
- Schedules and ensures staff are present during office hours
- Coordinates with and supports Senior Pastor and Personnel Committee as needed

#### **Facilities**

- Maintains contract for cleaning services to keep campus functional and clean
- Manages Verkada access control and trains staff and volunteers on security procedures at least annually
- Programs exterior lighting, landscaping timers, and chimes
- Acts as point of contact for renters of the facility

- Develops strategy and budget for short and long-term maintenance and campus improvement needs (example: solar)
- Represents church in coordination with Point Loma Hervey Library, San Diego Police/Fire Department and other community agencies as needed
- Responds to facility emergencies as needed
- Coordinates technical support for office IT needs and manages IT equipment inventory

### **Supervision**

- Direct supervision of Bookkeeper/Staff Accountant, Maintenance Staff, and other part-time staff, if needed

### **Accountability and Evaluation**

- Reports directly to Senior Pastor
- Meets regularly with Finance and Facilities Ministry Teams
- Participates in weekly staff meetings and team building retreats/training
- Performance and terms of employment are reviewed by the Senior Pastor and elders of Personal Committee after the first 90 days and annually thereafter.

### **QUALIFICATIONS**

- Must be committed disciple of the Lord Jesus Christ, with personal maturity in leading and serving others in a Christian lifestyle consistent with the PC(USA) Book of order
- Must hold BA in Business Administration or similar degree
- At least three years of leadership experience in organizational administration, preferably in a church or non-profit
- An understanding of GAAP accounting practices
- Multi-tasker, organized, team player with strong communication skills
- Demonstrated technical skills in computer use in Microsoft Office, as well as communication technology including text, email and being able to develop competencies in other church related systems (e.g., Simple Church, ParishSoft)

### **POSITION SPECIFICS**

- Reports to: Senior Pastor
- Classification: Full-time, Exempt
- Pay Range: \$80,000-\$90,000 annually
- Benefits: Health Insurance (employee only); vacation/sick leave, matching 403b, Life Insurance, Preschool discount, FSA, optional dental/vision
- Employment is contingent upon a satisfactory completion of a background check (including an investigation with the State and Federal authorities regarding any history of criminal activity), livescan fingerprinting, and personal and professional references.

**Interested parties please send a cover letter and resume to [karla@pointlomachurch.org](mailto:karla@pointlomachurch.org)**