

**Springhill Presbyterian Church
Position Description**

Position Title: Executive Director

Reports to: Lead Pastor

Classification: Full Time, Exempt (40 hours per week)

Benefits: As indicated in the Staff Handbook

Purpose: The Executive Director serves as the operational head of the church, ensuring that the Lead Pastor is free to focus on spiritual leadership, preaching, and vision. While ensuring proper alignment with the mission, vision, and values of Springhill, this role provides the structure, accountability, and financial stewardship necessary for the church's ministries to thrive across both the Legacy and Bozeman Sites.

Responsibilities:

A. Human Resources and Personnel Oversight

- **Policy Management:** Establish and maintain the Employee Handbook, ensuring all HR policies are current and legally compliant.
- **Benefits Administration:** Manage and negotiate employee benefit packages, including health insurance, retirement plans, and PTO tracking.
- **Performance Management:** Serve as direct supervisor to administrative staff. Provide administrative oversight to other staff positions regarding human resource, benefits, and performance. Additionally, lead all staff in knowledge, understanding and compliance with the annual budget and expenditures.
- **Conflict Resolution:** Serve as the primary point of contact for staff grievances or interpersonal workplace issues.

B. Financial Management and Stewardship

- **Budgeting & Reporting:** Lead the annual budget creation process in collaboration with staff, officers, and the Finance Committee; periodic review of the budget during the fiscal year with staff, officers, etc.; communicate budget compliance monthly to finance team.

- **Oversight:** Supervise the bookkeeping function to ensure accurate coding, timely accounts payable/receivables and payroll processing. Oversight of safe, accurate and timely bookkeeping for church offerings. Create and ensure compliance with strong internal controls that protect the financial accuracy and integrity of the organization.
- **Reporting:** Prepare and present monthly, quarterly, and annual financial statements for the Lead Pastor and Elder Board. Work closely with the Finance Committee in the review, correction and oversight of the financial position of the church.

C. Systems, SOP's, and Compliance

- **Process Engineering:** Develop, document, and implement Standard Operating Procedures (SOPs) for all administrative and operational functions.
- **Compliance:** Ensure the church remains in compliance with local, state, and federal laws (including 501(c)(3) regulations, labor laws, and safety codes).
- **Risk Management:** Maintain and review all insurance policies (General Liability, Workers' Comp, Directors & Officers) to ensure adequate coverage for all activities and properties.
- **Systems** – Oversight of church systems including but not limited to church communication, giving and volunteer apps. In the first year of employment, oversee identification and implementation of a “project management system” such as BambooHR.com, Monday.com, ClickUp or Asana for the purpose of streamlining communication, documentation and policies of the church employee environment.

C. Property and Facilities Management

- **Dual-Property Oversight:** Manage all aspects of the church's two physical locations, ensuring they are safe, welcoming, and mission-ready.
- **Maintenance:** Coordinate and supervise interior and exterior maintenance, including HVAC, plumbing, electrical, landscaping, and roofing.
- **Custodial Services:** Manage cleaning staff or external vendors to maintain high standards of cleanliness for mid-week and weekend services.
- **Project Management:** Act as the lead for any capital improvements, renovations, or major repairs.

Profile. The person who is best suited for this position will exhibit the following:

- **Christian commitment:** Committed to the cause of Christ and his ministry, agreement with the mission and values of Springhill and a life that demonstrates a faithful and gracious spiritual walk with the Lord.
- **Education:** Degree in Business Administration, Non-Profit Management, or equivalent experience.
- **Skills:** Thorough knowledge and implementation of accounting principles, financial management and human resource fundamentals; comfortable with the appropriate use of AI to enhance operational efficiency and excellence.
- **Soft Skills:** Self-starter: demonstrated organizational, multi-tasking and problem-solving skills; excellent written and verbal communication skills; upmost integrity in confidential matters
- **Leadership:** Proven track record of managing professional staff and "managing managers." Able to motivate and mentor church staff, conflict resolution and collaboration skills to maintain relationships with ministry workers, vendors and congregants
- **Emotional Intelligence:** Ability to balance the "business" of the church with the "heart" of a ministry environment.
- **Experience:** 5-7+ years in operations, HR, or executive leadership, preferably in a multi-site or high-growth environment.

Other Work Requirements

- This role requires a presence at both church properties.
- Periodic attendance at evening board meetings or special weekend events may be required

Success Metrics

- Staff goals are clearly defined, tracked, and met quarterly.
- Both properties are maintained to a high standard of excellence and safety.
- Financial reports are accurate, timely, and reflect a balanced budget.
- Church SOPs are documented and followed by all departments.

Note on Reporting Structure: This position creates a "Two-Key" leadership model. While the Senior Pastor provides the spiritual "North Star" and mentorship for the ministry staff, the Executive Director provides the "How" and the "When"—ensuring that ministry goals are met on time, within budget, and in alignment with church policy.

Please email cover letter and resume to: jobsatspc@gmail.com

For all other inquiries please call the church office at 406-582-8000.