

## **Director of Administration**

First Presbyterian Church, 4602 Cary Street Road, Richmond, Virginia 23226

**Summary:** The Director of Administrator provides administrative leadership for the day to day operations of the church; strategic development of staff and operations; administrative planning, analysis and management; and oversight and direction of Human Resources, Finance, Communications, Facilities, and Office Administration. The Administrator will report to and work closely with the Head of Staff.

### **Essential Functions**

- **Human Resources**

- Provide support to church staff on a daily basis in personnel matters; assure updated documentation of policies, procedures and handbooks
- Oversee administration of compensation and benefits, and ensure compliance with federal, state, Presbytery and Board of Pension guidelines
- Assure that comprehensive personnel records are maintained for all employees.
- In coordination with the Head of Staff and Personnel Committee, direct the annual staff review process; develop tools and guidelines as necessary
- Develop and administer an effective hiring and training process
- In addition to the Head of Staff, serve as staff to Personnel Committee and attend meetings when needed

- **Finance**

- Assure that proper internal financial controls and policies are in place, including separation of duties, recordkeeping, reporting
- Manage the Church Accountant, who has responsibility for accounting functions and payroll administration; financial statements, contributions reporting, safekeeping of all funds, securities and fiduciary documents of the church
- Works with the Church Accountant, coordinating with all program areas, to develop the annual budget

- **Communications**

- Manage the Director of Communications, who has responsibility over churchwide communications, including website and social media
- Assure church infrastructure supports all necessary communications, both print and online – including printers/copiers, internet access, audio-visual technology

- **Facilities Management**

- Direct the maintenance staff; identify and prioritize necessary maintenance projects and assure their completion
- Assure development and maintenance of policies and procedures concerning use of all church property and facilities

- Assure the condition, safety, cleanliness and security of church structures and grounds are appropriate (with Property Committee)
- Negotiate maintenance contracts and oversee purchasing of equipment and supplies used in maintenance and administration
- Serve as Staff to Property Committee
- **Office Administration**
  - Supervise administrative staff; develop plans to adapt people and structures to changing needs
  - Manage the church calendar including scheduling of facilities by FPC ministries and outside organizations; provide for appropriate set-up, AV equipment, clean-up, on-site contact, etc.
  - Ensure management of Information Systems and Technology resources such as computer needs and use, network requirements, software evaluation and purchase, electronic communications, and website as well as telephone systems and audio visual equipment
  - Ensure appropriate and adequate property, liability and workers' compensation insurance coverage is in place
  - Coordinate, monitor and act as primary purchasing agent for procurement of equipment, furniture and fixtures, supplies and other items
  - Negotiate contracts with outside organizations as required; review and sign all contracts the church enters into

### **Core Competencies**

- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.
- **Interpersonal Skills:** Is a team player and collaborates well with others; establishes good working relationships with all others who are relevant to the completion of work; works

well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

- **Supervising Work:** Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.

**Work hours:** To perform the responsibilities listed will require full-time employment at an average of 40 hours per week, primarily Monday through Friday, recognizing that the demands of the job will vary from week to week.

#### **Minimum Qualifications**

- Bachelor's degree or equivalent
- At least five years' experience in a high-level administrative role, preferably with human resources responsibilities

**Working Environment and Accountability:** This position requires some flexible scheduling with occasional evenings or weekends, and may be subject to heavy pressures and short timeframes. The Director of Administration will maintain broad executive authority in his/her areas of responsibility. The Head of Staff will provide regular and annual reflections on performance, with the assistance of the Personnel Committee. It is expected that the Director of Administration will work as a member of the overall staff team toward the effective and faithful ministry of the church.

#### **Projected Compensation**

\$50,000-\$65,000 annually plus benefits, commensurate with experience.

#### **Application**

To apply, please send your resume with a cover letter to [fpccoasearch@gmail.com](mailto:fpccoasearch@gmail.com) by February 1, 2021.