

ROLE AND COMPETENCY DESCRIPTION

Position Title:	Executive Director of Operations
Key Functions:	Financial Management, Strategic Operations, Staff Support
Work Teams:	Administration, Facilities, Finance, Communications
Conditions:	40/hr week position, Schedule varies with a general Monday-Thursday week and Sunday mornings, Exempt
Term:	Permanent Position
Probationary Period:	Six (6) months with 30, 60, 90 day evaluation
Review Process:	Role and Performance Review conducted annually

This document presents the Role and Competency Description for the above position. The Role Description (A) describes the nature of the role: the responsibilities, duties and key outcomes/activities of the position. The Competency Description (B) sets out the essential and desirable qualifications, abilities, knowledge, experience and characteristics required of the applicant appointed to this role.

A. ROLE DESCRIPTION

1. Summary of the broad purpose of the position and its responsibilities/duties

The Executive Director of Operations plays a pivotal role at FVUMC by guiding its administrative and operational functions, managing the finances of the church and preschool with integrity, overseeing day-to-day operations, and providing comprehensive support to the staff. This leadership position requires a combination of strategic thinking, strong organizational skills, and a deep commitment to community.

2. Reporting / Working Relationships

This position reports to the Lead Pastor.

Direct reports to this position include: Director of Communications & Administration, Facilities Manager, Administrative Assistant, Finance Specialist Contractor

3. Statement of Duties & Key Outcomes/Activities

Financial Management (50%)

- Fiscal Stewardship: Directly manage and oversee all financial aspects of the church and pre-school, ensuring responsible and transparent practices.
- Budgeting & Reporting: Manage monthly, quarterly, and annual budgets, producing accurate financial reports for leadership and stakeholders.
- Financial Operations: Handle contributions, payroll, accounts payable, and fund/investment management.
- Tax & Audit Compliance: Meet all tax and audit requirements, proactively seeking improvements to financial systems and structures.
- Serve as staff liaison to the Finance Committee.

Strategic Operations (30%):

- Leadership & Oversight: Provide strategic direction for daily operations, ensuring smooth workflow and resource allocation.
- Data Management: Oversee the tracking and analysis of member, ministry, and growth data, informing strategic decision-making.
- Facility Management: Collaborate with the facilities manager, contractors, and volunteers to maintain and improve church facilities.
- Communication Champion: Champion effective internal and external communication, including staff updates, website management, and community outreach.
- Serve as staff liaison to Trustees

Staff Support & HR (20%):

- Talent Management: Lead the hiring and termination processes, ensuring compliance and fairness.
- HR Support: Provide guidance and support to staff on HR matters, maintaining comprehensive employee files and records.
- Scheduling: Ensure proper scheduling and resource allocation for all church activities.
- Job Descriptions & Reviews: Work with the Lead Pastor and SPRC to develop job descriptions and conduct staff performance reviews.
- HR Policy & Benefits: Continuously evaluate and improve HR policies and procedures, ensuring compliance and employee well-being.
- Serve as staff liaison to Staff-Parish Relations Committee.

B. COMPETENCY DESCRIPTION & SELECTION CRITERIA

1. ESSENTIAL SKILLS, KNOWLEDGE & EXPERIENCE

Applicants will be able to demonstrate evidence of the following fundamental requirements of this position:

- College degree or related work experience required
- Financial training or certification is strongly preferred
- Experience with faith-based or non-profit organizations
- Management and administrative experience
- Experience with developing organizational policies and procedures
- Experience and understanding of non-profit accounting procedures and financial controls
- Experience and understanding of human resource procedures and practices
- Competency in the following software:
 - Microsoft Office Suite
 - Google Workspace Suite
 - Financial Software
 - Data Management Software (Currently ShelbyNext)

2. ESSENTIAL PERSONAL CHARACTERISTICS

Applicants should possess the following personal characteristics that are essential to the effectiveness of the position as a member of FVUMC staff:

- Must have a personal relationship with Jesus Christ
- Be committed and loyal to the vision, mission and goals of FVUMC
- Acquire knowledge and learn relevant new skills in a timely manner
- Shift focus and adapt work practices to meet changing circumstances
- Function effectively as a collaborative, supportive and engaged member of the team
- Possess a positive, service-oriented attitude
- Approachable, open-minded, flexible and adaptable
- Proven ability to leverage and mobilize volunteers and build community
- Able to utilize and leverage technology and social media to meet people where they are at appropriately
- Operate openly, honestly and with the highest level of integrity at all times

C. CERTIFICATION

Endorsed as the current job and applicant specification for this position.

___/___/___

Staff

___/___/___

Lead Pastor

___/___/___

Chair of SPRC