

Executive Director – Operations, Full Time, Palm Desert Community Presbyterian Church, Palm Desert, California

Position Title: Executive Director - Operations

Reports to: Head of Staff

Status: Exempt

Schedule/Hours: Full-time

I. POSITION SUMMARY

Working with the Board of Trustees and Treasurer, the *Executive Director – Operations* will be responsible for the administrative and operational management of the business affairs of the Church. Business affairs of the Church include: human resources, finance and accounting, insurance, facilities maintenance and services, information systems, communications and audio visual presentation systems, security, legal and regulatory compliance, contract administration, budget compliance and maintenance of Church policies and procedures. The overall goal is to assure highly effective and coordinated operational support for the mission and ministries of the Church, the staff, Session and its committees and the Board of Deacons. *The Executive Director – Operations* (hereinafter Position) is responsible for leading and managing his/her staff to support the vision, values and goals of the Palm Desert Community Presbyterian Church, a member of The Covenant Order of Evangelical Presbyterians, “ECO” for short.

II. EDUCATION AND/OR EXPERIENCE

A bachelor's degree in business or related field from an accredited university or college. Proven ability to manage organizational operations, preferably in a church or other not-for-profit environment.

III. SCOPE

This Position functions under the Head of Staff in line with directives established by the Session and its committees. The Position provides the professional leadership required to advance and support the various ministries of Palm Desert Community Presbyterian Church, including executive direction of the Church Academy, through day to day guidance in the interpretation and implementation of personnel policies and procedures; assuring compliance with requisite governmental, workforce, banking and church legal and regulatory requirements. Determines and recommends administrative and operational support staff needs and requirements. Working with the Trustees and Treasurer, the Position provides administrative support and management responsibility for the daily accounting and payroll functions, financial reporting and the monitoring of receipts, disbursements and budget compliance, making recommendations and implementing corrective action when necessary. The position also provides direction to the facilities personnel in the maintenance and use of the physical plant and serves as Systems Information Officer and provides direction to the Serve and Congregational Life Ministry including the Church's mission programs.

IV. POSITION REQUIREMENTS/RESPONSIBILITIES

To perform the essential duties of the position successfully, the skills, abilities or qualifications listed below are required.

- Adherence to the essential tenets of The Covenant Order of Evangelical Presbyterians (ECO) and evidence of developed spiritual maturity.
- A clear sense of call to Christian ministry with a special focus on administration and operations as a personal commitment to Christian ministry.
- To be knowledgeable of Presbyterian Church laws and regulations.
- Ensures compliance with all Federal, State and local laws or regulations

- Possess knowledge of accounting policies and procedures, wage and tax rules, benefits plans and insurance requirements as applicable to non-profit organizations.
- Possess knowledge of procurement policy, commercial business practices and contracting and contracting administration.
- Possess knowledge of office business systems, computer literate with demonstrated proficiency in use of financial, word processing and spreadsheet computer software.
- Demonstrated ability for strategic planning to establish administrative operating infrastructure and systems, staffing, and staff training and development essential for assuring effective operational continuity.
- Must possess excellent people skills; able to establish working relationships with people on many levels; able to be flexible, patient and compassionate.
- Able to maintain a high level of confidentiality and professionalism.
- Able to establish and maintain a positive, motivating and effective working relationship with large numbers of people including staff, volunteers, service providers and the public at large.
- Ability to think critically and conceptually; reach creative solutions to challenges and problems.
- Must be multi-task oriented; demonstrate a high degree of organizational skill.
- Must be willing to work evenings and weekends as required in a church setting and as directed by the Head of Staff.
- Perform other duties as may assigned by the Head of Staff from time to time.

V. WORKING RELATIONSHIPS

- Reports to Head of Staff.
- Supervises The Academy, Serve and Congregational Life, Accounting, Facilities, Communications, Administrative, Audio/Visual and other administrative staff as assigned.
- Works as a colleague with all other Church staff.
- Serves as an ex-officio member of the Trustees and Session and related Committees including Budget, Building and Grounds, Stewardship, Endowment, Human Resources, The Academy Board, and other committees the Head of Staff may designate.

VI. PHYSICAL REQUIREMENTS

- When necessary, must be able to climb up on roof areas to inspect situations.
- Must be able to carry weights up to 50 pounds.
- Able to cope with stress associated with deadlines, simultaneous event occurrences, and directions from several sources on the same event.

VII. PROFESSIONAL DEVELOPMENT

Palm Desert Community Presbyterian Church encourages the *Executive Director – Operations* to pursue continuing professional and spiritual development. As such, the Church supports the Administrator's participation in such organizations as the National Association for Church Business Administrators (NACBA). The Church encourages involvement in Presbyterian supported services and related activities, with the understanding that these resources afford opportunities to gain valuable contacts, instruction and personal and professional growth in his (her) area of ministry, in consultation with Head of Staff and the Human Resources Committee.

All resumes need to be sent to searchcommittee@pdpresby.org