

St. Timothy's Episcopal Church
Centennial, CO
303.794.1565 - sttims.net

Job Title: Director of Operations

FLSA Status: Full-time, Exempt (Administrative/Professional)

Salary Range: \$55,000 - \$65,000

Benefits: PTO, health insurance, employer contribution to Church Pension Fund

Application: E-mail a cover letter and resume to the Rev. Kim Seidman by July 15, 2023: kim(at)sttims.net

Position Description

The Director of Operations will lead the operational, administrative and business functions of the parish including communications, human resources, facility management, stewardship, and finance. This person will understand administration as a spiritual gift and skillset. They will delight and excel in attention to detail and organization, knowing that good infrastructure is essential to furthering mission and vision. An important part of the job is maintaining positive working relationships with the clergy, staff, parishioners, vendors, and visitors of the church while supporting the ministry and core values of St. Timothy's. Some remote work allowed. Occasional Sunday mornings and evenings required.

Qualifications

Education: B.A. or higher degree

Skills:

- Demonstrated leadership in project management
- Strong oral, written, and interpersonal communication
- Proven ability to manage/supervise contractors, vendors and lead volunteers
- Effective collaborative and pastoral style
- Strong integrity, honesty and confidentiality
- Ability to take initiative, make decisions, and meet deadlines
- Ability to work kindly and professionally with diverse personalities and roles
- Knowledge of basic financial processes and controls
- Working knowledge of Microsoft, social media apps and data base management

Ministry portfolio

- This person will value and support the church building as a community center. They will participate in Property Committee meetings, coordinate the master calendar, and manage facility contracts and rental agreements.
- This person will understand that money is a tool for mission. They will participate in Finance Committee meetings, oversee a PT bookkeeper, facilitate an annual membership campaign, and manage the administrative budget.
- This person will approach external communications as evangelism and internal communications as invitations to engagement. They will direct IT support and be responsible for a weekly bulletin and newsletter, annual report, website and social media, and membership database.
- This person will equip staff and volunteer ministry leaders. They will facilitate hiring and onboarding processes, organize annual safety trainings and assist in ministry budget preparation.
- This person will uphold best practices in parish administration as set forth by governing documents. They will maintain office filing systems, church registers and columbarium records.

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair pay decisions.