



Director of Operations

Peace Church is seeking a full-time Director of Operations to lead our finance, facility, and human resource departments to further ministry with efficiency.

A fitting candidate will have a deep love for Jesus, a love for the beliefs, vision, culture, and people of Peace Church, be passionate about managing systems and people, and enjoy working with a team. The candidate will also possess training and experience in the area of finance and operations.

By leading our operations department, this position creates opportunities for people to hear God's Word, worship God, follow Jesus, and participate in the church.

Peace Church loves the gospel, desires to be faithful to God's Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 1200. For more information, see peacechurch.cc.

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Applications are being accepted now.

Full-time, salary plus benefits.

Pay commensurate upon training and experience.



Director of Operations

Function

The Director of Operations leads our finance, facility, and human resource departments to further ministry with efficiency.

Full-time.

Accountability

The Director of Operations reports directly to the Executive Pastor.

Staff Oversight

- Facility Director (part-time)
 - Custodians
 - Room Setup Crew
- Finance Coordinator (part-time)
- Office Coordinator (part-time)
- Various Contractors

Qualifications

1. Have a growing relationship with Jesus Christ and agree with the Peace Church statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, The Ideal Team Player).
4. Able to work within the organizational structure of Peace Church.
5. Able to professionally and graciously represent Peace Church.
6. Passionate about building systems that help people.
7. Passionate about working with a team.
8. Able to effectively communicate verbally, in writing, and using technology.
9. Able to independently organize, plan, and execute projects within a given deadline.
10. Able to effectively manage staff and volunteer teams.
11. Able to receive feedback with humility and grace.
12. Able to manage time well.
13. Able to solve problems.
14. Flexible and adaptable.
15. Able to maintain confidentiality as needed.
16. Education: business, finance, management, or similar.

Responsibilities

A. Oversee financial operations

Includes such items as:

1. Analyze financial data, create reports, identify trends, flag problems, develop forecasts, and recommend actions.
2. Develop and implement financial policies and procedures to promote faithful and fruitful stewardship of resources.
3. In partnership with the Executive Pastor, set and pursue financial goals.
4. Oversee all financial systems and facilitate financial processes such as the annual budget process, capital campaigns, etc.
5. Track key metrics and create reports to enable other church leaders to lead effectively.

B. Oversee human resource operations

Includes such items as:

1. Develop and implement HR policies and procedures to promote a healthy and effective staff team.
2. In partnership with the Executive Pastor, set and pursue HR goals.
3. Oversee HR systems and facilitate processes such as hiring and onboarding.

C. Oversee facility operations

Includes such items as:

1. Develop and implement facility policies and procedures to ensure the facility is well-maintained and prepared for ministry throughout the week.
2. Oversee facility systems and staff, including the front office and I.T. support.
3. Manage projects such as improvements, expansions, and the development of new campuses.
4. Lead the Deacon Team.

D. Provide cross-functional leadership and support

Includes such items as:

1. Work cooperatively with peer-level staff leaders to dream big, solve problems, and contribute to the ministry of Peace Church as a whole.
2. Help foster a healthy staff culture under the direction of the Executive Pastor.
3. Participate in other cross-functional projects and initiatives, such as launching new campuses.

E. Professional Expectations

Includes such items as:

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be or become a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.