

DIRECTOR OF OPERATIONS

Purpose

Beloved Church is seeking a high-capacity, self-motivated **Director of Operations** to oversee the behind-the-scenes systems that support our mission. This person will wear many hats– managing finances, coordinating tech infrastructure, streamlining communication, and ensuring smooth day-to-day operations. The ideal candidate is detail-oriented, strategic, proactive, and thrives in both systems and people management.

This is a part-time or full-time role depending on the candidate's capacity and church needs.

Responsible to

- Lead Pastor

Responsibilities

Administrative Operations

- Develop and maintain church policies, procedures, and forms
- Work with administrative and safety volunteer teams
- Manage scheduling, calendaring, and facility use
- Support staff and ministry teams with logistical needs

Finance & Stewardship

- Perform the role of bookkeeper or manage a volunteer bookkeeper
- Work with the financial secretary on financial accountability and transparency, ensure weekly offering collection and operate as primary backup if the financial secretary is out or needs an additional counting member.
- Work with leadership to track budgets, expenses, and payroll. Provide monthly reports and on-demand updates.
- Maintain clean and trackable systems for reimbursements, benevolence, and purchasing. Ensure financial oversight occurs.
- Coordinate financial reporting and support audits or loan preparation as requested by Elders
- Attend and lead the monthly finance meetings, reviewing finances and other updates with team
- Oversee asset inventory and insurance documentation. Ensure risk management audits completed
- Work closely with the Treasurer on all financial matters. Treasurer will handle monthly reconciliation of financial accounts as a double check
- Work with overall Elder board on financial matters

Technology & Systems

- Manage church IT infrastructure, utilize volunteer and contractors where needed (Wi-Fi, devices, Google Workspace)
- Provide basic tech support, or manage the volunteers that will, and ensure digital tools run smoothly
- Provide content updates as needed and/or work with volunteers or contractors

Communications & CRM

- Maintain internal communication systems and databases (guests, volunteers, members)
- Oversee follow-up systems for visitors and scheduling for volunteers
- Support graphics and content needs for events and church-wide communication
- Manage contact information and duplicates for CRM records
- Audit communications, groups, and events for proper communication and details

Project & Event Coordination

- Assist with planning and logistics for church events
- Help manage risk, safety policies, and documentation for off-site activities
- Coordinate volunteers and facility prep for churchwide functions

Other duties as assigned in support of the church's mission and operations

Qualifications

- Degree or equivalent experience in business administration, finance, or nonprofit management.
- Proficiency with Microsoft Office, Google Workspace, and QuickBooks.
- Familiarity with website/content platforms (e.g., WordPress).
- Experience in administration, operations, technology, or project management.
- Strong written and verbal communication skills, with proven ability to organize, prioritize, and multitask.
- High integrity, dependable, detail-oriented, and committed to servant leadership.
- Self-motivated, able to take initiative, work independently, and collaborate effectively with ministry leaders.
- Prior experience in church or nonprofit leadership (preferred).
- Must agree with and uphold Beloved Church's mission, vision, and key beliefs.
- Valid driver's license required.