



Westminster Presbyterian Church - Minneapolis

Senior Director of Operations & Administration (1.0 FTE) Position Description

Job Title: Senior Director of Operations and Administration

Reports To: Senior Pastor

FLSA Status: Exempt

Summary of Opportunity

Having just completed a doubling of its footprint in downtown Minneapolis, Westminster Presbyterian Church is on the threshold of a dynamic expansion of its presence and impact in the community. The iconic new wing that opened in 2018 allows WPC the unique opportunity to be a community gathering place for cultural arts, local nonprofits, and the general public. This space allows the Church to have a life with the community, following its mission and history of serving others and pursuing justice, and, now, being a central gathering place and key part of the downtown neighborhood.

Summary of Role

The Senior Director of Operations and Administration position combines some of the duties of the current Director of Finance and Administration with the responsibilities of someone with an Operations skillset. The Westminster building is an asset and a tool for ministry, which requires this role to serve as a hospitality partner within the Church and the community.

This new role reports to the Senior Pastor and will be part of the staff Senior Leadership Team. The position leads and supervises the Facilities Team, the Events Team, and the Accounting Team. This role will be the senior position in Facilities and Finance. It will focus on coordination of church operations, strategic oversight of the ministry of hospitality, and high-level financial management.

The Senior Director of Operations and Administration will have a passion for working in a mission-driven organization and will be committed to honesty, integrity, diversity, inclusion, and equity. They will bring executive functioning capacity and supervisory experience, and a working knowledge of building operations, business management, and finance. Experience will include familiarity with current HR practices, an understanding of IT infrastructure, and experience with operations and facilities management.

Primary Responsibilities

- A. Strategic Building-related Ministry Opportunities
 - Works with staff and lay leaders to create and sustain strategic vision for internal and external hospitality at Westminster
 - Oversees Facilities Utilization Needs Team (Events Team aka FUN)
- B. Personnel Management
 - Manages implementation of personnel policies and benefits

- Works closely with Senior Leadership Team and Personnel Committee in decision-making around personnel matters
- Supervises and annually reviews the compensation and performance of all staff members under their supervision and makes recommendations with regard thereto to the Senior Pastor
- Works with the Senior Leadership Team to develop the annual personnel budget.

C. Facility Management

- With Director of Facilities and relevant committees, develops and implements plan to sustain the building as a tool for ministry
- Oversees liability insurance programs and relationships
- Works with Property Committee to identify long-term strategic needs for the building

D. Financial Management and Strategic Planning

- Supervises Accounting Manager
- Supports the budgeting and long-range strategic planning process.
- Manages all cash activity, including check-signing, short-term liquid investments and brokerage account
- Collaborate with Director of Stewardship and Senior Pastor to support giving and capital campaigns
- Manages lender relationships

E. Information Technology

1. Is responsible for acquisition of hardware and system maintenance
2. Manages IT systems, ensuring support of IT needs of church ministries

F. Support of Board of Trustees

- Acts as liaison to the Board of Trustees and its committees
- Supports trustees by providing reports and preserving records

G. Other Duties as assigned by Senior Pastor or Board of Trustees.

Supervisory and Interpersonal Responsibilities

Reports to the Senior Pastor. Supervises Accounting Manager, Director of Facilities, and Events Coordinator.

Language Ability

Ability to read, analyze, and interpret the financially-related documents and contracts. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to efficiently record minutes and prepare effective correspondence materials.

Math Ability

Ability to comprehend and apply principles of business math and statistical theory.

Reasoning Ability

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in most phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite programs. Other software utilized within the Church operations include Realm database, ACS accounting software, Raiser's Edge development database, K-Pay payroll, and EMS calendar.

Education/Experience

Bachelor's degree and seven to ten years related experience in non-profit management, accounting, or business administration, including supervisory and other experience in setting annual targets and preparing operating plans and detailed budgets; or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities

- Commitment to the values of the church and a sense of call to its mission
- Knowledge of the organizational structure of churches and nonprofits
- Experience in facility operations and community hospitality in event space
- Business and financial management experience, including budgeting
- Experience in personnel management, employment law, and HR benefit platforms
- Excellent verbal and written communication skills
- Ability to work independently and manage multiple projects within a team
- Personal and professional integrity and ethics
- Capacity to work well with trustees, staff colleagues, vendors, banks and lenders, committees, donors, peers, and the community

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; talk or hear and taste or smell. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, ability to adjust focus, and ability to see color. The noise level in the work environment is usually quiet.