

## DIRECTOR of Operations

### OUR CHURCH



First Baptist Church is located in downtown Minneapolis. Throughout its 167-year history, God has done some incredible work through the people of our church. Here at First, it is all about Jesus. We want to see lives and our city renewed through relationship with Jesus. We seek to put him at the center of all that we do, and are always asking the question, “Is this what Jesus wants for our church?” This question will continue to guide the work we do as we help to make, mature and multiple disciples in and through our community.

### OUR NEIGHBORHOOD



Our building is located in the west part of Downtown Minneapolis. Within a half mile of our building, there are approximately 21,000 people who also call this area home. The largest segment are young professionals, who work in professional and service jobs in the downtown area. We also have large segments of boomers who have moved downtown as empty-nesters, as well as those living at or below the poverty line. We are excited to reach our neighbors with the gospel of Jesus and seek the good of our city in our vocations and service.

### THE STAFF



Once the Director of Operations is hired, our staff will consist of three full-time and several part-time administrative and operational staff, as well as three full-time and one part-time ministry staff. Our Senior Pastor, Jeremy Adelman, has been on staff for 5.5 years (1.5 as Senior Pastor). Our staff is excited about the direction we are going and look forward to having someone new join us in our work.

### THE POSITION



The Director of Operations will provide leadership to our operational functions as a church. This will include financial and facility leadership, as well as several other administrative areas. This work is done in partnership with our Deacon Committee, Operations Teams, and several full and part-time staff. This position does *not need to do* all the day-to-day tasks of the operations area, but under the supervision of the Senior Pastor, is responsible for *overall leadership* of church operations. We are excited to hire someone with experience and vision to help us pursue our mission to see lives renewed through relationship with Jesus. We believe that our church operations are a crucial element to seeing that mission fulfilled, and we are seeking to find someone who is excited to be part of what God is doing in and through our church.

## OPERATIONS INFO



The operations area of our church includes financial, facility and administrative needs. Our Director of Operations will work with our Deacon Committee, Administrative Operation Team and Facilities Operation Team to meet the operational needs of our church. The Director of Operations will also provide leadership and supervision to the two full-time and multiple part-time operations staff we employ. We own our parking lot, which generates revenue for us as a church and we have several tenants that use our building in a variety of ways. Our budget is over \$900,000 and our building is about 73,000 sq/ft. Our Director of Operations will need to effectively partner with several teams and lead our operations staff in order to succeed in this position.

## HOW TO APPLY



If you are interested in applying, please send your resume and cover letter to [jobs@fbcminneapolis.org](mailto:jobs@fbcminneapolis.org). Our preferred deadline is April 3, 2020, with our goal to have the Director of Operations start their position the beginning of June 2020. We will continue accepting applications until we believe we have found the person God is calling to be our Director of Operations, even if they apply after the preferred deadline, so please don't hesitate to reach out even after April 3.

**PRIMARY OBJECTIVE OF POSITION:**

Provide leadership and management of church finances and facilities, and management of human resources and administrative affairs.

**AREAS OF ACCOUNTABILITY:**

**Financial Leadership**

- Oversee financial recordkeeping, accounts receivable and payable, payroll, investment managers, insurance, audit, and weekly offering count and deposits.
- Manage all financial accounts of the church.
- Monitor all budget items and manage the annual budgeting process.
- Oversee finances for special events, projects and collections.

**Facility Leadership**

- Represent the staff with the Deacon Committee and Operations Teams
- Hire and manage building maintenance and custodial staff.
- Direct the general upkeep of and improvements to the building and grounds.
- Manage use of the building, including weekly ministry use and facility rentals.
- Oversee contracts and relationships with tenants, vendors and contractors.
- Establish and manage systems and policies for building security.

**Administration**

- Hire and manage office administrative staff to support the needs of the ministry.
- Manage information technology and business equipment purchases and leases.
- Establish policies for and provide support to all hiring processes.
- Oversee legal and financial affairs of the church, serving as first contact with church's law firm and with the local governing bodies.
- Assist ministry staff in event and project planning.
- Oversee church recordkeeping and filing of the minutes of boards and committees of the church.
- Establish and/or maintain administrative and church-wide policies and procedures.

**QUALIFICATIONS:**

**Required**

- Have a strong personal relationship with Jesus Christ.
- Project management experience.
- Experience supervising staff.
- Excellent budget management and bookkeeping skills.
- Excellent communication skills.
- Excellent interpersonal skills.

**Preferred**

- Experience with leadership and management in nonprofit setting.
- Working knowledge of fund accounting.
- Human resource management and/or policy experience.
- Property management, including lease/tenant management and facility security policies.

**ORGANIZATIONAL DETAILS:**

- Type of position: Salaried, full time (40 hours/week)
- Accountable to: Senior Pastor
- Supervisory capacity: all Administration and Facilities staff