

Job Title	Director of Operations
Employment Status	Full-time/Exempt
Education	Bachelor's in Business or related field Preferred (Ordination not required)
Contact	wyketa.shipman@southwood.org
Direct Supervisor	Senior Pastor

Position Overview

The Director of Operations manages all administrative staff and helps develop a healthy culture and excellence in ministry throughout the staff. He/she oversees all tasks, people, and resources needed to enable and support the ministry of Southwood.

Desired Qualities and Experience

- Demonstrable relationship with Christ and passion for his mission in the world
- Commitment to Southwood's mission both inside and outside the church
- Spiritual gifts of administration and servant leadership
- High relational and communication skills with people of all ages and backgrounds
- Proven team-builder who works well with other men and women and inspires others
- Member of an evangelical church

Principal Job Duties

- Regarding Staff:
 - Direct all administrative staff and contractors, including formal reviews and goal-setting for staff in cooperation with Administrative Commission of Session
 - Partner with Senior Pastor in shaping staff culture, developing healthy Adult and Next Gen teams, leading staff retreats, and coordinating staff meetings
 - Oversee HR-related staff needs, including onboarding, benefits administration, personnel policies, and team development
- Regarding Support Roles:
 - Maintain care of facilities as staff member overseeing maintenance and janitorial contractors, facility policy, and facility budget in coordination with Deacons
 - Advise Finance Committee on business and budget matters; manage Southwood's annual budgeting process; oversee staff implementation of budget
 - Ensure that office schedule, supplies, repairs, and processes run effectively and consistently in support of ministries
- Regarding Broader Congregation:
 - Attend Southwood occasionally to regularly on Sundays in ministry support role
 - Ensure excellence and consistency in all corporate communication, including website, social media, written, and audio/visual
 - Help implement the vision, mission, and core commitments of Southwood in all areas of church life and ministry to foster unity and passion for Christ