

Redeemermontclair



Executive Director

Position Summary: Responsible for the overall operational management of the church, including strategic planning, human resources, facilities, operations, and administration. This role ensures that Redeemer Montclair fulfills its vision and mission.

Accountability: Reports to the Senior Pastor and Session.

Major Duties and Responsibilities:

Strategic Planning and Implementation

- Facilitate the annual strategic planning process with the Session, including evaluating ministry performance, reviewing mission, vision, and core values, developing key objectives and tactics, and establishing five-year goals.
- Collaborate with the Session to ensure annual strategic focus goals are defined, implemented, and assessed.

Staff Management

- Direct and supervise the administrative, ministry operations, and business operations staff (including Administration & Operations Manager, Finance Manager, Human Resource Manager, and Digital Media Coordinator).
- Meet regularly with each staff member to equip them for success, support planning, resolve issues, and foster teamwork.
- Facilitate staff development opportunities and training while nurturing their spiritual growth.
- Oversee and document annual performance reviews.
- Cultivate a workplace culture where all staff feel valued, motivated, and aligned with the church's mission.

Operational Leadership

- Lead church growth initiatives as determined by the Session (e.g., introducing a second service, adding staff, or managing facility changes).
- Mentor and support ministry leaders.
- Oversee the newcomer engagement and assimilation process.
- Manage the leadership pipeline and development process.
- Continually evaluate facilities and operations to address issues, ensure safety, and support ministry needs, including overseeing new facility projects.
- Collaborate with the Session to align staffing, ministry leaders, volunteers, and ministries with Redeemer Montclair's goals and vision.
- Lead the annual budget planning process in partnership with the Finance Manager and Church Treasurer. Provide guidance to staff and ministry leaders in planning and managing ministry budgets.

Qualifications:

Education: Bachelor's degree.

Experience:

- Minimum of 8–10 years of pastoral or managerial experience or the practical equivalent.
- Proven track record of leadership, collaboration, and people management.
- Active membership and involvement in a local church body.

Skills:

- Entrepreneurial mindset with strong critical and strategic thinking, problem-solving, and adaptability skills.
- Project management skills, including planning, good judgment, coordination, and the ability to lead projects to completion.
- Outstanding written and verbal communication skills.
- Strong interpersonal skills to develop relationships, manage conflict, and build consensus within a team.

Character & Conduct:

- Willing to become an active member of and regularly attend Redeemer Montclair.
- Mature Christian faith, aligned with the doctrinal standards of the Presbyterian Church in America.
- Affirms the core mission, vision and values of Redeemer Montclair.
- Leads a disciplined life of daily fellowship with God and Bible study.
- Demonstrates biblical character in personal life, family, and ministry.
- Committed to both spiritual and professional growth.
- Exhibits servant-leadership, a heart for equipping others, and a passion for shepherding, discipleship, and leadership development.
- Passionate about sharing faith with unbelievers.
- Lives a life free from addictions.

Salary: To be determined based on experience and availability.

Work Schedule/Hours: 20–40 hours per week, depending on experience and availability.