

Director of Operations

Part Time In-Person Paid Position

20 hours a week

\$30,000/year

Mission: Manage successful church infrastructure

Obsessions: Well-maintained building, Ensure nothing falls through the cracks, Organization + clarity, Ensure processes are documented + communicated

Metrics: # of outstanding issues

Summary of Position:

The newly created position of Director of Operations at Restoration Fellowship is responsible for managing the church infrastructure at Restoration Fellowship in Pagosa Springs, CO. His/her ultimate mission is to develop and maintain healthy teams and team leaders. The person in this position has a shared leadership mentality to facilitate an atmosphere for honest feedback and a willingness to work with other Executive team members to give and receive feedback and input into their ministry.

This position oversees the Office, Finances, HR, Facilities, IT, and Media for the church. This position reports to the Ministry Coordinator.

Meeting Requirements:

- Weekly meeting with the Director Team (Ministry Coordinator, Director of Operations, Director of Family Ministries, Director of Outreach)
- Monthly individual meetings with team leaders
- Quarterly meeting with all team leaders
- Yearly check-in with groups using our facilities

Principal Job Responsibilities:

- Overseeing the church budget and finances
- Overseeing the maintenance of the church buildings
- Managing all church communication, branding and social media
- Manages facility use and facility use rental contracts and communication with those outside groups using Restoration facilities.
- Develop and maintain healthy teams and team leaders
- Clear communication of pertinent information to team members

- Clearly communicate vision and excitement for ministry
- Organization and clarity
- Recruiting and motivating capable volunteers
- Tracking of volunteer attendance
- Because this is a new position there will be some initial work in creating a new system at Restoration Fellowship

General Skills & Qualifications:

- Proficient written and verbal communication skills
- Proficient in Quickbooks Online
- Experience with managing budgets and finances
- Experience with social media and website maintenance
- Strong Communication Skills
- Basic knowledge of IT systems
- Basic knowledge of building maintenance
- Strong time-management skills and multi-tasking ability
- Strategic Thinker with strong leadership skills and ability to make on the spot calls.
- Proficient in Microsoft Office with aptitude to learn new software and systems

MINIMUM REQUIREMENTS OF ALL RESTORATION LEADERSHIP

- Regularly attend a life group
- Attend monthly staff prayer meeting
- Participating in leadership fasting requirements
- Intentionally discipling leaders (training up your replacement)