**Director of Operations**

**Full Time/Exempt**

**Direct Report: Pastor**

**Position Overview:**

The Director of Operations plays a pivotal role in the administrative and financial management of All Saints Catholic Church. This position oversees all aspects of the church's business and administrative operations to ensure efficiency, financial stewardship, and compliance with relevant regulations and policies. The Director of Operations reports directly to the Pastor, and collaborates closely with the Director of Parish Life and Events to support the mission and goals of the Church.

**Responsibilities:**

* **Financial Management:**
	+ Leads the development of the annual budget in collaboration with the Pastor, other parish ministries, and the finance committee. Responsible for the submittal of the budget to the Archdiocese by May 31st of each year
	+ Leads the development of the annual financial report for submission to the Archdiocese and parish by July 31st of each year.
	+ Oversee donations, accounts payable, accounts receivable, payroll, and other financial transactions.
	+ Ensure compliance with accounting principles and relevant regulatory requirements.
	+ Facilitate monthly reporting of current financial state and presents to the Finance Council and Pastor for review.
* **Administrative Oversight:**
	+ Supervise administrative staff, providing leadership and support as needed.
	+ Develop and implement policies and procedures to enhance operational efficiency and effectiveness.
	+ Manage contracts, leases, and other agreements, negotiating favorable terms when necessary.
	+ Maintain accurate records and documentation related to church activities and operations.
	+ Maintain and review Job Descriptions, oversee onboarding and offboarding of employees.
	+ Annual performance reviews of direct reports.
	+ Assist and support the Preschool Director with budgeting, reporting, strategic planning, and personnel management as otherwise needed.
* **Facilities Management:**
	+ Oversee the maintenance and upkeep of church facilities, including buildings, grounds, equipment, and insurance.
	+ Oversee management of Columbarium.
	+ Coordinate with vendors and contractors for repairs, renovations, and maintenance projects.
	+ Ensure compliance with safety regulations and remain up to date on all Archdiocesan/civil policies and procedures.
	+ Work with Pastor, building committee, and CCSI on all future parish development and expansion.
* **Resource Development:**
	+ Explore opportunities for revenue generation and fundraising to support the church's mission and programs.
	+ Cultivate relationships with donors, sponsors, and community partners to secure financial support and in-kind donations.
	+ Assist in grant writing and other initiatives to access external funding sources.
* **Communication and Collaboration:**
	+ Serve as a liaison between the Pastor, staff, and other stakeholders, fostering open communication and collaboration with other churches and organizations.
	+ Collaborate regularly with the Pastor and Director of Parish Life and Events regarding activities, events, and initiatives of All Saints, and any other responsibilities as needed.

**Qualifications:**

* Bachelor's degree
* Previous experience in financial management, business administration, or operations management.
* Strong leadership and management skills, with the ability to develop and manage operational teams..
* Financial knowledge, with proficiency in budgeting, financial analysis, and reporting.
* Effective communication and interpersonal skills, with the ability to interact with diverse stakeholders with sensitivity and respect.
* Commitment to the mission and values of the Catholic Church, with a passion for serving the Church and the community.