



JOB DESCRIPTION

DATE: May 4, 2022
JOB TITLE: **Executive Director of Operations**
LOCATION: Central Services
REPORTS TO: Executive Pastor of Leadership
FLSA STATUS: Full-time, Exempt
WEEKENDS: No

SUMMARY

The Executive Director of Operations leads Finance, HR, IT, and Facilities for Prairie Lakes Church (PLC) and is responsible for contributing to growth, health, and alignment with PLC overall direction, vision, and DNA.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties, in addition to these, may be assigned.

- Serve on and contribute to the Executive Team.
- Serve as an ex officio member of the Finance and Facility Committee.
- Oversee day-to-day operations for Finance, HR, IT, and Facilities.
- Oversee operational policies and procedures.
- Oversee project management of ongoing and upcoming projects.
- Oversee risk mitigation for PLC.
- Ensure compliance on church, state and federal level.
- Ensure accurate reporting and work to meet financial goals.
- Partner with ministry leaders to ensure operations vision, policies, and expectations meet the needs of the church as a whole.

SUPERVISORY RESPONSIBILITIES

Coach, develop, and encourage both paid and unpaid staff in Finance, HR, IT, and Facilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in a position-related field required.
- Equivalent combination of education and experience acceptable.
- Proven track record in a leadership and/or pastoral role required.
- Experience in one of the disciplines in which the position oversees and good understanding of the other disciplines.

OTHER SKILLS AND ABILITIES

- Possess strong relational and listening skills with ability to develop effective personal connections.
- Be effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Be able to understand and support PLC's unique vision and effectively apply established systems and processes to guide self and others toward the realization of the vision.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work assignments will include attendance at meetings and events in a building which is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. This campus has a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____