



INDEPENDENT
PRESBYTERIAN CHURCH

Director of Operations

Reports to: Pastor, Head of Staff
Status: Full Time, Exempt

To apply for this position: please send your resume/CV to: careers@ipc-usa.org.

About This Role

The mission of the Operations Department is to support all the ministries of Independent Presbyterian Church by providing housekeeping, maintenance, food service, information technology, facilities, insurance, and other administrative assistance in order to fulfill the mission and vision of the church.

The Director of Operations leads the Department.

Primary Responsibilities and Tasks

- Work closely with all staff, leadership, internal committees, and the congregation for the fulfillment of the church's mission and vision.
- Oversee facilities, maintenance, housekeeping, food service, and information technology, and certain Executive Assistants and the Children's Fresh Air Farm caretaker. Responsible for approving bi-weekly payroll, conducting annual reviews, approving SMART goals and disciplinary action as needed for designated employees in the above-mentioned areas. Work with staff and 3rd parties as needed to ensure proper security is on-site. Facilities include but are not limited to the following: buildings and parking lots; mechanical, HVAC, electrical, fire, security, plumbing, waste management, roofing, and all other building systems; furniture and equipment; interior and exterior building surfaces, windows and signs; and landscapes.
- Oversee use of facilities, property, and equipment consistent with internal policies and procedures.
- Perform background screens for all new hires and volunteers and log this data in a document for all to view with expiration dates. Perform Motor Vehicle Reports for drivers every 2 years, also oversee training according to auto insurance requirements.

- Annually provide reports to Presbytery of Sheppards and Lapsley, PC-USA and church annual reports (House & Properties ministry team, Guild, HR, President of the congregation, annual congregational meeting)
- Oversee the setup and clean-up of all recurring and special congregational events.
- Oversee third-party service provider contracts and leases. This includes negotiating contracts and monitoring performance for compliance with signed agreements.
- Oversee church owned and leased vehicles.
- Ensure that facilities, vehicles, and equipment preventive maintenance schedules are created, followed and documented.
- Approve bi-weekly hours worked for employees whose time is tracked via time clock.
- Oversee approved facilities construction projects in coordination with internal committees.
- Develop annual and project-specific budgets, forecasts, and reserves for consideration by internal committees, and implement, monitor, and manage approved budgets.
- Coordinate with staff, internal committees, and insurance providers to determine that coverages and limits are appropriate, and administer the insurance claims process. Administer workers' compensation insurance coverage and claims process.
- Provide periodic reports to internal committees and church leadership.
- Oversee the columbarium fund and its operations, approve all sales and transfers of niches, and coordinate the engraving of urns and niche covers with staff.
- Supervise direct reports and all executive assistants within the church in accordance with internal human resources policies and procedures but excluding certain executive assistants who report directly to directors (e.g., the Pastor's assistant, the Music Director's assistant and the assistant to the Director of Faith Formation.)
- Interview, screen, select, coordinate, counsel, coach, and develop direct reports to maximize their abilities and continued growth, and assist with other personnel searches as requested.
- Serve as a member or staff liaison on internal standing and ad hoc committees as requested. These committees include but are not limited to the Strategic Planning Ministry Team, the House & Properties Ministry Team, the Children's Fresh Air Farm Committee, the Garden Committee, the Décor Committee, and the Guild.
- Perform other duties as assigned.

Education, Experience, and Personal Characteristics

- Demonstrated commitment to Christ and to serving the church
- College degree or comparable work experience demonstrating ability to perform the job
- 3+ years facilities management experience preferred
- 3+ years supervisory or management experience preferred
- Ability to lead and direct the work of others
- Ability to collaborate across all groups in the organization
- Ability to work in deadline-driven team environment and adapt to frequently changing assignments, schedules and processes
- Superior negotiation skills required
- Strong interpersonal, verbal, and writing skills
- Proficiency with computer applications such as Microsoft Office, Outlook, Google applications, PowerPoint, and Excel and the ability and desire to utilize IPC technical applications
- Ability to interpret and follow electrical, building and plumbing codes preferred

Your Team

This position reports to the Pastor, Head of Staff and does have supervisory responsibilities. The Director of Operations currently manages a staff consisting of the following positions: facilities manager, food services director, manager of technology, executive assistant, Children's Fresh Air Farm caretaker, kitchen assistant, maintenance staff, and housekeeping staff.

Physical Demands and other information

Provide physical demands such as the following and other information as provided

- Able to inspect church facilities and perform site visits at other locations.
- Physical stamina and ability to maintain a constant state of alertness to supervise and participate in indoor and outdoor activities on church property.
- Flexible schedule as necessary, including work on weekends. Frequent computer use. Frequent traverse inside and outside the buildings.

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

About Independent Presbyterian Church

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at ipc-usa.org.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.