



Job Title: Director of Resource Operations

Date: June 2023

Reports To: Lead Pastor

Status: Full Time

FLSA: Exempt

Core Value Commitment: All employees will be actively engaged in fulfilling the Mission and Vision of Bethany Lutheran Church. Employees will work on creating an inspirational culture by demonstrating Bethany's values in the work they do every day.

Job Summary

The Director of Resource Operations will provide oversight and leadership in the areas of Finance, Human Resources, and IT. The position assists in the development of operational plans, and business processes and policies. The Director will also be responsible for the measurement and monitoring of key functions for the church in fulfilling its mission.

Essential Job Function:

1. Oversee and supervise the finance operations and reporting for the church.
2. Oversee, monitor, and implement Human Resources policies, procedures, and processes.
3. Oversee and support functions in key areas of resource management, facility operations, data information, and IT systems.
4. Develop and oversee and report budget process in conjunction with the Lead Pastor, Council, and Endowment Board.
5. Provide orientation of new staff to Bethany policies, procedures, and core values.
6. Establish and maintain a dashboard of high-level performance measures that provide the Lead Pastor, Council and church staff with ongoing visibility of the key functional areas of the church.

Knowledge, Skills and Abilities:

- Knowledge of fundamental Lutheran beliefs
- Knowledge of finance and accounting concepts
- Knowledge of effective Human Resources practices
- Knowledge of effective Risk Management practices
- Proficient Microsoft office, data bases and finance system.
- Project management and organizational skills
- Strong writing and verbal communication skills
- Skill in supervising and managing a team
- Skill in time management
- Ability to align mission's strategic goals with the goals of the church.
- Ability to analyze data and determine implications.
- Ability to plan, budget and forecast effectively.
- Ability to handle multiple priorities and tasks
- Ability to be a team player who can work effectively with other

Education and Experience:

Bachelor's Degree specializing in business administration, accounting, finance or related field. Experience can be substituted for Education. Must have a minimum of five (5) years business or operational experience. Must have a minimum of (5) years of supervisory experience. Must have an active church membership.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.

Employee Signature

Date

Administrative Signature

Date