

Director of Operations

Parish Family 28:

St. Joseph, Issaquah – Mary, Queen of Peace, Sammamish – Our Lady of Sorrows, Snoqualmie

Overview

Salary Range

115,000-140,000

Position Type

Full Time

Job Ad

The Director of Operations will assist the pastor and Parish Family in carrying out the mission of the Church in forming disciples of Jesus Christ. This key leadership role will have primary oversight of the fiscal and human resources, administration and managing and coordinating elements of parish life throughout the three parishes, including St. Joseph School. This individual will also play a key role in the years ahead of integrating as one community in service of the Gospel.

I. POSITION PURPOSE

The Director of Operations provides strategic and operational support to the pastor in carrying out the mission of the Church to form disciples of Jesus Christ in the Parish Family of Mary, Queen of Peace in Sammamish, St. Joseph in Issaquah and Our Lady of Sorrows in Snoqualmie. The Director of Operations will have primary responsibility for fiscal and human resources, operations, and project management supporting parish life, as well as working with the Director of Facilities to manage buildings and grounds. The DOO will also aid the pastor and consultative bodies to unify parish operations where appropriate.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Assists the pastor, and as appropriate the principal, in setting direction in the areas of finance, operations, human resources, and technology in support of the pastoral mission.
2. Responsible for the recruitment, management and training of employees as assigned by pastor and in alignment with archdiocesan Human Resources policies.
3. Directs staff, contractors and volunteers in day-to-day operations of the finance, human resources, and technology functions; and corresponding facilities personnel in collaboration with the Director of Facilities.
4. Responsible for the oversight of the individual budgets of the parishes.
5. Responsible for ensuring compliance with archdiocesan policies.

6. Serves as staff to the parish family's pastoral councils and the Parish Family Advisory Council.
7. Member of the Parish Family Leadership Team to ensure the Partners in the Gospel activities progress.
8. Supports the work of the Director of Facilities in managing the buildings and grounds, who is responsible for all maintenance, security, repairs and capital projects of parish facilities.
9. Responsible for the oversight of communications activities, including bulletins, websites, social media, broadcast email communications and direct mailings.
10. Responsible for maintenance of current parish census and database as well as parish operational, financial and sacramental records. Also includes safeguarding and archiving all parish records and documents.
11. Overall responsibility for all information technology, including but not limited to computers (hardware and software), internet/telephone, copiers, etc.
12. Collaboration with liaisons and pastor in implementing Partners strategy and agenda.
13. Responsible for the development and implementation of overall budget, preparation of annual reports, evaluation and communication of regular financial reports, including bank reconciliations.
14. Ensures the use of best practices in all activities; responsible for the establishment, maintenance and testing of internal controls.
15. Manages parish relationships with financial institutions, all aspects of vendor relationships, financial stewardship activities, fundraising and parish offertory collections.
16. Works with the pastor and principal in all school financial, human resources and school commission processes.
17. Other duties as assigned by the pastor.

III. ESSENTIAL QUALIFICATIONS

Primary:

- Willingness and ability to support the mission of the Church in forming disciples of Jesus Christ.
- Ability and desire to use God-given gifts and talents in service of the local Church and to cultivate the gifts of others.
- Active member of a parish/faith community and in good standing with the Church.
- Strong desire to assist with the growth of the Church.

Education:

- Undergraduate degree in business, accounting, finance or related discipline, or equivalent professional experience.

Experience:

- Five years' experience in accounting, finance or related business practices is helpful.
- Experience with a not-for-profit organization or in Church management is a plus.

- Ability to facilitate meetings, whether among staff, parishioners, councils, commissions or general public.
- Possess emotional intelligence skills and ability to build trust with pastor and leadership team members and parishioners.
- Demonstrate understanding, respect and support of the Catholic Church teaching and mission.
- Demonstrable leadership, interpersonal, communication and organizational skills; initiative and a strong desire to achieve results.
- Experience in change management and merger integration is a strong plus.
- Experience and competence in standard management software tools (Microsoft Office Suite, QuickBooks).
- Experience with human resources activities.
- Experience with working in a team leadership environment.
- Experience or familiarity with continuous process improvement.
- Can be entrusted with highly confidential information.

Other Elements:

- Desire to grow in personal faith life and enthusiasm for sharing the joy of the Gospel.
- Willing and able to work some evenings and weekends.
- Must possess vehicle, valid Washington driver's license and insurance to travel between campuses.