

Job Title: Holy Spirit Catholic Church Director of Operations

Position Summary:

The Director of Operations is a full-time, senior staff position responsible for managing the day-to-day administrative, operational, and finance functions of the parish and parish staff of approximately 25 (some part-time and some full-time). This includes key areas of oversight in Human Resources, Maintenance Operations, and Finance. The role ensures that all systems, processes, and staff are aligned to support the mission and values of the parish. The ideal candidate will bring a combination of business acumen, leadership skills, and a deep understanding of the Catholic Church's mission, or a willingness to grow in understanding of that mission.

Key Responsibilities:

1. **Director of Human Resources:**

- Assist the pastor with all aspects of Human Resources, including recruitment, hiring, staff policies, personnel coaching, and compliance with employment laws.
- Ensure job descriptions are kept up to date.
- Manage and ensure the accurate upkeep of employee records, including onboarding documentation, salary adjustments, and other essential personnel files, in compliance with legal and diocesan policies.
- Assist the pastor in developing and implementing HR strategies that align with the parish mission and goals.
- Foster a healthy workplace culture that reflects Catholic values, promoting teamwork, respect, and professional development.
- Ensure effective communication and coordination between departments to promote operational efficiency.
- Additional duties as assigned by the pastor.

2. **Maintenance Operations Oversight:**

- Oversee the management of the maintenance and facilities team, ensuring that all properties are maintained in a safe, efficient, and cost-effective manner.
- Manage preventive maintenance programs, capital improvement projects, and safety inspections.
- Assist the pastor in managing and implementing the parish's master plan, identifying opportunities for further development to support long-term facilities planning and responsible stewardship of the parish property.
- Additional responsibilities as assigned by the pastor related to general site maintenance and capital improvements.

3. **Director of Finance:**

- Manage the finance team to ensure smooth financial operations.
- Oversee the prompt and precise processing of weekly offertory collections, ensuring accurate recording and safeguarding of funds.
- Oversee internal and external annual audits, ensuring full compliance and accuracy.

- Manage the annual budgeting process, working with various departments to align financial planning with the parish's goals.
- Ensure compliance with all diocesan financial and reporting requirements.
- Facilitate effective and transparent communication between the parish and the archdiocese, ensuring adherence to all financial regulations.
- Provide financial reporting to the pastor, offering insight and recommendations for responsible stewardship of resources.
- Assist pastor with the annual stewardship campaign and the Archbishop's Annual Appeal, helping to ensure effective planning and execution.
- Assist pastor with planning and implementing capital campaign initiatives, ensuring successful execution and alignment with parish goals.
- Schedule quarterly meetings of the parish Finance Committee and collaborate with the pastor and committee president in preparing the agenda and relevant reports for these meetings.
- Additional responsibilities as assigned by the pastor related to the finance and accounting operations of the parish.

4. Strategic Planning and Project Management:

- Participate in long-term strategic planning efforts to align operational functions with the organization's mission and vision.
- Oversee special projects and initiatives as assigned by the pastor, ensuring timely completion and alignment with parish goals.
- Any other duties as assigned by the pastor.

Qualifications:

- Bachelor's degree in business administration, a related field, or related experience.
- 5 to 10 years of experience in a related field, with a strong background in operations management, finance, and direct supervision.
- Experience managing Human Resources and Maintenance Operations is highly preferred.
- Strong knowledge and understanding of the Catholic Church, its mission, and its values.
- Experience and knowledge of Blackbaud, including Raiser's Edge and Financial Edge preferred.
- Proven leadership skills with the ability to inspire and manage teams effectively.
- Excellent communication, problem-solving, and organizational skills.
- Ability to work collaboratively in a mission-driven environment and maintain confidentiality.

Work Environment: This position is full-time on-site, with limited opportunities for remote work.

Reports to: Pastor

Compensation: Compensation for this position is based on the applicant's level of experience and is competitive with similar roles in medium-sized Catholic parishes.

Interested candidates are asked to apply by submitting a cover letter (with salary requirements) and resume to: Jackie Bohling at jbohling@hscatl.com.