



St. Stephen's Episcopal Church

Executive Director of Church Operations Job Description

St. Stephen's Church is a dynamic, innovative, and diverse parish, one of the largest in the Episcopal Church with six Sunday services and an average weekly in-person worship attendance of approximately 800, with 350 more joining online. But our life and ministry extend far beyond our sanctuary. Our mission is to be a community of hospitality, healing, and hope, sharing the love of Christ. One way we embody this mission is by serving as a hub of daily connection – through formation programs for all ages, twice-weekly parish suppers, health and wellness classes, community events, and more. On our campus, we have a café open six mornings a week, an award-winning Saturday morning farmers market, an independent preschool, a retail gift shop, two pop-up art galleries, and a food pantry.

We are seeking an Executive Director of Church Operations to support this dynamic range of ministries and provide critical oversight for the business and operational aspects of parish life. The director will work as part of a senior leadership team, reporting to the rector and working closely with the rector and vicar (who provides programmatic oversight), as well as the director of facilities, the financial assistant, and other key staff members. The director will also coordinate with members of the vestry, finance and stewardship committees, and buildings and grounds committee. The primary responsibilities will be financial and budgetary oversight, human and capital resource management, strategic planning and coordination of building use and information technology, and supervision of the facilities and administrative staff.

This position is full-time. The salary range is \$110,000 - \$125,000, commensurate with experience, with retirement and life insurance benefits according to the standards of the Church Pension Fund. Health insurance is provided, with an employee contribution of 10 percent of the annual premium for individual coverage, 20 percent of the premium for spousal (or plus one) coverage, and 30 percent of the premium for family coverage. Other benefits include annual paid leave and a continuing education allowance.

Executive experience in church administration and/or business or nonprofit administration is a key qualification. Strong candidates will be problem solvers, experienced managers, effective communicators, and fluent in financial and accounting processes as well as membership management/database platforms. They will be excited about collaborating with a talented team to share in meaningful work in a complex system.

Duties include the following, in conjunction with other duties as assigned.

1. Provide fiscal oversight and management of church operations by:
 - Overseeing contributions, accounts payable, payroll and other transactions
 - i. Supervision of the financial assistant, who aids in this work
 - ii. Collaboration with GuideServe, a third-party accounting firm
 - iii. Maintain proper banking relationships

- Ensuring proper accounting procedures are followed in all ancillary businesses
 - Preparing the annual operating budget, with support and input from the Finance Committee and staff
 - Overseeing the annual audit to ensure timely completion and compliance
 - Monitoring and reporting on the annual operating budget and investment performance, providing monthly report for the finance committee and vestry
 - Evaluating and recommending fiscal policies and overseeing implementation
 - Developing and maintaining adequate financial controls
 - Working with each department to ensure budgetary controls
2. Facilitate church administration and human resources management by:
 - Overseeing salary and benefits administration, with monthly payroll and pension reporting (the financial assistant executes this work)
 - Conducting annual performance reviews for employees as assigned
 - Providing supervision and support for the administrative staff and café staff
 - Working with administrative and facilities staff on purchasing, general office procedures, church database management, and other functions
 - Tracking vacation/personal days and continuing education for the staff
 3. Manage all church property and network systems, working collaboratively with facilities personnel and appropriate committees by:
 - Supervising the director of facilities and sexton team in their work (outlined below) to ensure adequate custodial support to properly maintain the facilities
 - i. Develop and institute proper maintenance procedures and schedules
 - ii. Oversee repairs/preventive maintenance to buildings and equipment
 - iii. Ensure adequate security measures and emergency plans
 - Negotiating and approving service contracts and agreements
 - Administering all capital improvements and expenditures, including contract administration and oversight of the bid process, approvals, and compliance
 - Ensuring that the church maintains adequate insurance coverage
 - Ensuring that the church has updated and secure technology, including computer and network systems, telephones and office equipment, email and internet, with attention to cybersecurity strategy and information management
 4. Support the church's annual and planned giving efforts by:
 - Aiding in the implementation of the annual giving campaign by working with the financial assistant to provide information to tailor and track results
 - Supporting the church's planned giving program and coordinating with the Endowment Committee as needed
 - Working with the financial assistant to process bequests and other special gifts
 5. Provide staff presence on the Finance, Buildings and Grounds, and Stewardship Committees, and attend Vestry and Executive Committee meetings as well

Applicants should submit a resume, cover letter, and list of references by April 11, 2025 to Mary Feldman, Executive Assistant to the Rector, at mfeldman@ststephensrva.org.