

Director of Operations, full time

First Presbyterian Church of Hilton Head Island (FPCHHI)

540 William Hilton Parkway

Hilton Head Island, SC 29928

Church website: www.fpchhi.org

Interested candidates should email a cover letter and resume to search@fpchhi.org.

Our Church:

First Presbyterian Church of Hilton Head Island (FPCHHI) is located in the beautiful Lowcountry of South Carolina. FPCHHI strives to serve not just our thriving congregation of 1200+, but also others in our community and beyond with the mission “Changing Lives, Making Disciples” and the vision “Every Member in Ministry”. Our church is part of the Presbyterian Church (U.S.A.).

Position Description:

The Director of Operations will work with the clergy, staff, Session (Board of Elders), and Board of Deacons to oversee the business and manage the operations of the church. This position will be responsible for the areas listed below and other tasks as requested by the Senior Pastor, Clerk of Session and/or the committee chairs. Candidate must display commitment to the Christian values and mission of FPCHHI and possess the highest level of professionalism.

- Full-time on-site position reporting to the Senior Pastor/Head of Staff
- Exempt position with benefits including health insurance, disability benefits, retirement contribution, paid vacation, holidays and sick days
- Salary Range: \$75,000 - \$95,000 commensurate with experience

Qualifications:

- Bachelor’s degree in Business Management preferred; five-plus years of experience in business, financial management, and human resources, ideally with a church or non-profit
- Minimum 5 years of experience in similar supervisory position
- Honesty, integrity, confidentiality, dedication to service, and effective communicator
- Ability to work independently as well as with teams and all levels of staff and volunteers
- Skilled at organizing, delegating and supervising; evaluating effectiveness of existing methods and procedures; operating a variety of office equipment and computer software including Microsoft Office
- Skilled at financial analysis and interpretation of financial information
- Knowledge of computer systems and applications
- Satisfactory completion of a background check and drug screening

Responsibilities:

- **Supervision of the following church employees**
 - Facilities Manager
 - Communications Coordinator
 - Business Administrator
 - Administrative Assistant - Pastors
 - Administrative Assistant – Membership/Calendar
 - Administrative Assistant – Reception

- **Support for and Coordination with Boards and Committees**
 - Attend meetings of the following boards and committees: Session, Session Chairs, Facilities, Finance, Giving, Nominating, Personnel and Endowment
 - Provide support to Clerk of Session, Nominating and Session committees
 - Provide support to congregation programs and activities

- **Church Operating Budget & Finances**
 - Supervise preliminary and final budget processes
 - Assist with Annual Giving Campaign
 - Comply with financial policies and budget requirements
 - Oversee and administer the insurance requirements of the church including insurance coverage for employees, worker compensation, building, child protection and liability
 - Oversee the maintenance of legal and financial church documents

- **Personnel**
 - Monitor the performance of and coordinate annual evaluations of staff members
 - Maintain personnel records
 - Work with Senior Pastor and the Personnel committee to review and update personnel policies and procedures and position descriptions, as necessary
 - Work with Personnel committee and Senior Pastor in hiring non-clergy staff
 - Orient new employees regarding personnel policies and procedures

- **Information Technology**
 - Manage business relationships with computer services provider
 - Manage daily computer issues
 - Oversee computer updates as required

- **Other**
 - Administer the following activities:
 - Annual statistical report
 - Annual membership review
 - Annual review of facility agreements
 - Oversight of relationships with contractors and vendors
 - Liaison with the Charleston Atlantic Presbytery
 - Perform special projects or other tasks as requested

9/12/24