

# First Institutional Baptist Church (FIBC) is looking for an Executive Director of Operations – Full Time

## Who we are

FIBC is a body of believers who are- believing and living, going and growing, sharing and caring as active witnesses of the Kingdom of God on Earth. With evangelism and discipleship as our top priorities we endeavour to fulfil the Great Commission of our loving and liberating Lord, Jesus Christ. The vision for our church is to become a discipling fellowship through evangelism and emancipation. We spread the love and good news of Christ to all who would believe and work to set people free from whatever might be oppressing them and keeping them from becoming all that God created them to be.

## What you'll be doing

The Executive Director of Operations is responsible for providing oversight of the business management aspects of FIBC. The primary responsibilities for this role will include stewardship, financial management, buildings & grounds, and administrative support. This role will produce a high achievement and excellence in ministry mindset among staff and construct and maintain an organization that balances the need for high commitment to tasks and high respect for people.

## You will be responsible for...

- Serving as director of day-to-day administrative and operations functions.
- Managing HR functions and serving as church compliance director.
- Monitoring and evaluating the performance of direct reports.
- Collaborating with Senior Pastor, Executive Director of Ministries, and Governance Council to hire, reposition, transition, and dismiss staff.
- Serving as liaison between FIBC and those seeking to establish business relationships with FIBC.
- Signing business transactions.
- Keeping the Pastoral Leadership Team and Governance Council updated on the operations of the church, responding appropriately to requests and needs.
- Overseeing the scheduling and use of facilities for optimum efficiency and fiscal gain.
- Overseeing the maintenance and security of buildings, grounds, and equipment.
- Maintaining a current inventory of church assets and their valuation.
- Authorizes the ordering of furniture, supplies/equipment.
- Scheduling the inspections and maintenance of facilities, grounds, and properties.
- Working with Senior Pastor, Executive Director of Ministries, and Governance Council on creating annual budget.
- Monitoring monthly income and expenses and adjusting as necessary.
- Supervising the maintenance of income & disbursement records.
- Managing & monitoring all church banking activities, supervise payables, processing payroll, overseeing month-end reports and tax reporting.
- Collaborating with the Senior Pastor, Executive Director of Ministries and Pastoral Leadership Team regarding ministry administration and implementation of the mission and vision of the church.
- Ensuring proper posting of all transactions into account records & ledgers.

- Supervising the input and maintenance of giving records and the timely availability and distribution of contribution statements to donors.
- Securing, posting, and awarding bids.

### What we need from you\*/\*\*

- 5+ years of administrative management experience; church business administrator preferred
- Bachelor's degree or higher in business related field of study
- Successful experience leading paid staff and volunteers in accomplishing the administrative goals of ministry
- Strong leadership, communication, and people skills
- Project management skills
- Demonstrated competence in financial management, property management, information management, and leadership skills
- Knowledge of general accounting principles & practices, including accounts payable, budgetary accounting and payroll
- Knowledge of or ability to learn church database and financial accounting software
- Attention to detail, accuracy, and thoroughness with respect to financial records/reports
- Ability to exercise sound judgement in determining priorities and making decisions in compliance with church policies and applicable laws/regulations

### What personal characteristics will you bring to us?

- Evident relationship with Jesus Christ
- Reflects a healthy, vibrant spiritual condition and core values
- High emotional intelligence and interpersonal skills
- Ability to work well in a team environment as well as independently
- Time management and prioritization skills
- Outstanding organizational skills
- A cheerful, diplomatic, and caring disposition
- Personal integrity and the ability to maintain confidentiality in all situations

### Want to apply? Get in touch today

\*Successful candidates must be able to pass a credit check

\*\* Successful candidates must be able to pass a background check