

OPERATIONS MANAGER

Trinity Episcopal Church - Tulsa, Oklahoma

Primary Duties & Responsibilities include but are not limited to

- Responsible for the day-to-day management of Trinity Church, including oversight of administrative, financial, and property employees, volunteers and vendors.
- Ensures all financial activities including financial reports, accounting systems and record keeping are accomplished in accordance with The Episcopal Church Manual of Business Methods.
- Supervise the Facilities Manager, Front Desk volunteers, and scheduling of contract Nursery workers.
- Handle sensitive information with care, maintaining confidentiality in all interactions.
- Any other duties as may be required.
- Reports directly to the Rector (Senior Pastor), and coordinates with Vestry (Church Board) and Officers of the Vestry..

Specific Duties:

Management of all office functions

- Manage, organize and prioritize Trinity's master calendar of all daily, weekly and yearly meetings and events.
- Oversee and manage equipment, supplies and vendors..
- Manage all correspondence and coordinate donor acknowledgements.
- Oversee and manage Safe Church and Safe Communities Program.
- Manage and coordinate all volunteer scheduling through an online volunteer application.
- Monitor compliance with policies and procedures of the parish for use of the building and grounds.
- Oversee the compilation and filing of the annual Parochial Report.
- Coordinates periodic special projects.
- Oversee production of the report for parish Annual Meeting.

Administration and Office Management

- Leads the Lay Professional Team.
- In consultation with the Rector, complete performance reviews of all staff in accordance with the Parish personnel policies.

- Coordinates with ministry leaders and the Vestry.
- Assists with or has responsibility for coordinating major parish events.
- Coordinates training and education events for staff.

Building and Grounds Management

- Supervises the Facilities Manager.
- Communicate regularly with the Rector, Junior Warden, and Building and Grounds Committee regarding facility maintenance and upkeep.
- Assures compliance with policies and procedures for building usage. Oversees the scheduling of rooms for meetings.
- Regularly reviews processes to ensure the security of the Trinity buildings and people..

Financial Management

- Oversee contract bookkeeper.
- Ensure the funds received by the church are processed in a timely manner.
- Oversee expenses are paid in a timely way and accurate records are maintained.
- Examining church expenses to identify cost saving opportunities. Support the Vestry and Parish Treasurer in developing and monitoring the budget.
- Work with the church's independent auditors to implement appropriate controls to safeguard assets and resources of the church.
-
- Maintain banking relationships, communicating with bankers when issues arise and monitoring the cash balance for sufficiency.

POSITION QUALIFICATIONS

- Bachelor's degree
- 5+ years of business management experience
- Advanced Proficiency in Microsoft Office/Google Suite, willingness to learn Realm/ACS church management software.
- Ability to communicate effectively and professionally Personal flexible scheduling as dictated by the needs of business for projects and meetings.
- Knowledge of and comfort with the dynamics of congregational life.
- Active participation in your own religious congregation and in community service is highly preferred.

NECESSARY SKILLS AND ABILITIES

- Exceptional communications skills, both written and oral, demonstrated ability to communicate professionally and effectively with people of all levels.

- Service focused, dedicated to developing and maintaining effective relationships with all constituencies of the parish.
- Demonstrate ability and temperament to work with sensitive information.
- Exhibit sound decision-making and judgement skills. Refers issues to appropriate authority in a reliable and appropriate manner. Works effectively without constant supervision or direction.
- Ability to adjust to changing priorities and maintain a list of ongoing projects.
- Excellent time management skills to support required handling of multiple priorities while ensuring completion of crucial projects on deadline.
- Team-oriented experience and approach.
- Adaptable and flexible approach to project management.
- Committed to quality and accurate work product.

Physical Activity and Environmental Conditions

- Ability to sit and work at a computer workstation for extended periods.
- Ability to move between buildings on campus/parish grounds.
- Ability to lift and carry small boxes or equipment up to 25 pounds.
- Ability to walk, stand, sit, kneel, and bend as needed.
- Close vision and ability to focus.
- Repetitive motion of fingers, hands, and wrists.
- Office environment - exposure to computer screens.
- Exposure to general office noise and activity.
- Fast paced and potentially stressful environment.
- Ability to adapt to changing priorities and demands.
- Evening and weekend responsibilities.

Classification: Full-Time

Flexibility is essential to accommodate occasional evening and weekend events.

Salary Range: \$60,000 - \$70,000 annually

Reports to: The Rector