

Director of Business and Operations for Swarthmore Presbyterian Church, Swarthmore, PA

Full time, salaried

Overview:

Swarthmore Presbyterian Church (SPC) is a vibrant and growing church community with over 700 active members. SPC is seeking a new Director of Business and Operations. This person is a highly motivated, energetic and organized colleague who has a passion for excellence as he or she supports the church's ministry and mission to the larger community. The successful candidate will possess the ability to manage multiple projects and responsibilities while dealing warmly, effectively, discreetly and responsibly with staff, church members, volunteers and the public.

Position Summary:

The Director of Business and Operations is a full-time employee responsible for financial operations, facilities management, financial stewardship programs, human resources, and information technology.

The ideal candidate has a strong non-profit financial background and should be familiar with the best practices common at a non-profit organization, relying on experience and judgment to plan and accomplish goals, performing a variety of tasks, leading and directing the work of others.

Responsibilities include:

With regard to financial operations, responsibilities include the management of all day-to-day financial functions of the church and the Nursery Day School. Specific activities include: budget preparation, monitoring and controls, forecasting, preparation of financial statements, payroll, investments and endowment accounting, insurance, managing annual audit and review process, providing all financial reports and documentation, and working with various committees within the church.

Facility management responsibilities include overseeing property management, developing and maintaining budgets and schedules for routine maintenance, continuing and expanding the church's energy savings programs, overseeing of all church capital projects, and working with the church's Health and Safety Committee to maintain building safety systems.

Additional responsibilities:

- Oversee IT strategy and development
- Meet annual fundraising goals, provide oversight of annual and planned giving efforts as well as other fundraising programs
- Provide human resource management
- Supervise the Finance Coordinator, the Building Superintendent, and custodial staff
- Help set comprehensive goals for performance and growth
- Design and implement business strategies and financial plans
- Monitor and implement financial controls with an eye toward continuous improvement
- Manage daily administration and operations of the church

Reporting Relationship:

The Director of Business and Operations reports to the Pastor / Head of Staff. She or he partners with church staff, the Session, its committees and the Nursery Day School in carrying out plans and policies.

Position Requirements

- Proven experience as Director of Business and Operations or relevant role
- Understanding of business functions, in particular, finance, facilities and human resources
- Demonstrable competency in strategic planning and business development
- Knowledge of performance/operation metrics
- Understanding of financial statements and non-profit accounting functions
- Outstanding organizational and leadership abilities
- Clear and strong communication skills, written and oral
- Aptitude in decision-making and problem-solving
- College graduate with at least five years financial management experience
- Experience with Quickbooks is preferred

Interested candidates should email a letter of interest and current resumé by Friday, June 23 to:

Phil Gocke
personnel@swarthmorepres.org
c/o Swarthmore Presbyterian Church
727 Harvard Avenue
Swarthmore, PA 19081