



Job Description: Operations Director

Department: Operations

Job Title: Operations Director

Reports to: Executive Pastor

Classification: Full-time

PURPOSE:

The Operations Director ensures Bayside can accomplish its mission by providing exceptional management of its Finances, Facilities, Human Resources, Office Administration, IT, and Security.

QUALIFICATIONS:

- A servant-leader attitude and approach to leadership.
- A growing relationship with Jesus Christ.
- An above-reproach character.
- Participate as an active member of Bayside Baptist Church.
- Bachelor's degree required. Continued education, e.g. MBA, preferred.
- 5 year's experience in business or management.
- Ability to supervise staff and lead ministry leaders in a Christ-like manner.
- Proven skills in project management, financial management, prioritization, and technology.
- A humble, adaptable, and team-oriented attitude towards work and ministry.
- Strong interpersonal skills – ability to communicate persuasively and compassionately both orally and in writing.

RESPONSIBILITIES

Finances

- Oversee the preparation and implementation of the budget in collaboration with Executive Pastor, Finance Team, and church
- Oversee the audit process
- Oversee the preparation of financial reports
- Ensure the highest level of financial integrity throughout the organization
- Oversee Bayside's Financial Assistant, who is responsible for bookkeeping, payroll, banking, processing donations, paying bills
- Develop and maintain financial policies and procedures

Facilities

- Ensure Bayside's facilities are well-maintained, clean, safe, and functional.
- Supervise Bayside's Facilities Director, who is responsible for the maintenance of Bayside's buildings and grounds
- Oversee decision-making and project management for all major repairs and renovations

- Maintain a schedule and budget plan for capital asset maintenance and replacement
- Evaluate outsourced service contracts every two years and re-bid or negotiate as needed.
- Oversee church transportation and vehicles.
- Oversee Facilities budgets

Human Resources

- Oversee the onboarding and offboarding of staff members
- Develop and maintain the Staff Handbook
- Ensure all legal requirements are met, in conjunction with legal counsel when necessary
- Oversee the review of job descriptions annually to ensure they are accurate
- Oversee the annual performance review process and ensure all are completed
- Maintain accurate personnel records for all staff members
- Advise and train staff on legal and ethical management practices
- Manage employee benefits

Office Administration

- Ensure staff are equipped with the tools needed for ministry (offices, computers, software, office equipment, office supplies, etc.)
- Supervise office staff and volunteers
- Ensure Bayside responds to emails, phone calls, and in-person office visits with the highest level of care, clarity, and respect
- Ensure Bayside's office space is clean, comfortable, and welcoming
- Oversee Office budgets

IT

- Ensure Bayside's IT systems—including computers, networks, phone systems, security systems, software, etc.—are functional and meeting ministry needs
- Supervise IT Director, who is responsible for providing direct support to Bayside's IT
- Oversee IT budget

Security

- Oversee building security, including doors, security cameras, parking lot lighting, etc.
- Supervise the Security Director, who is responsible for leading a team that provides trained security presence at ministry events
- Oversee the development, maintenance, and adherence to security and emergency policies and procedures
- Oversee security budget