



FIRST PRESBYTERIAN CHURCH OF PITTSBURGH

Position Description: Director of Operations

Status: Full Time

Reports To: Senior Pastor

Job Profile: This is a senior level staff position involved in the leadership, management, and administration of all non-clergy functions required to operate a \$1M urban Presbyterian church with a congregation of more than 200 members.

Key Responsibilities

Financial

- Develop and manage annual operating and capital budgets for the church and review monthly performance with Board of Trustees.
- Review and approve all invoices and charges for payment and designate appropriate funds and/or budget categories. Coordinate all accounts payable activities with Bookkeeper.
- Approve and sign all church checks from multiple checking accounts.
- Manage relationships with commercial bank (checking and money market accounts), investment manager (investment accounts) and financial intermediaries (stock transfer and clearing).
- Receive all gifts, bequests, and non-routine donations and designate accounts to be credited. Send appropriate acknowledgments and inform Trustees, as appropriate.
- Advise Trustees and Senior Pastor on financial matters, as required.

Building and Grounds

- Work with Trustees to develop and maintain a multi-year capital investment plan, anticipating near term requirements.
- Identify building maintenance problems and requirements, define and scope remedial solutions, develop cost estimates, and advise Trustees for approval.
- Select required contractors and vendors for specific projects, manage overall project completion and manage contractor/vendor relationships.
- Direct maintenance and housekeeping staff to maintain a clean and safe church – inside the building and on the property.

General Management

- Participate actively in church development projects (e.g., Capital Fundraising, etc.)
- Work with Deacons, Pittsburgh Police, Operation Safety Net, Pittsburgh Downtown Partners Street Team, etc. to address the issues arising from the homeless and street people.
- Coordinate with individuals and groups seeking to rent/use the church's facilities.

- Provide direction and supervision for church communications, marketing & outreach, and website.
- Advise Sr. Pastor on management matters affecting the welfare and growth of the church.

Qualifications:

- Active and committed practicing Christian.
- Bachelor's degree in accounting, business administration, nonprofit management, or equivalent.
- Five to seven years of applicable experience in a Christian church, ministry, or nonprofit organization.
- Excellent relationship and communications skills, and an executive presence with church leaders.
- A keen interest in the future growth and vitality of the church and the city of Pittsburgh.

Resume and cover letter should be sent to info@fpcp.org